PAYROLL
User Manual

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Enterprise Computer Systems, Inc.
Dim11 (Rel. 11.0)

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Enterprise Computer Systems, Inc.
5500 Amelia Earhart Drive, Bldg. 100
Salt Lake City, UT 84116

Corporate Headquarters:
Enterprise Computer Systems, Inc.
PO Box 2383
Greenville, SC 29602-2383
www.ecs-inc.com

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DIM11
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SECTION 1: Payroll Procedures

Introduction

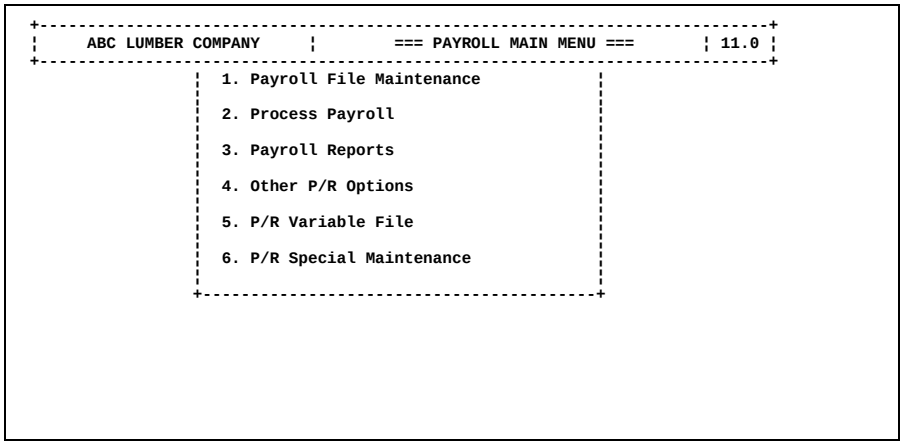
This guide contains both general and specific information about Payroll. It is designed to be a continuing source of instruction and reference as you use Dimensions software. You will find practices for both new and advanced users. Some procedures you may find helpful using on a day-to-day basis or in giving you ideas on how to run your business. Others will be used occasionally under special circumstances. Many topics are suggestions only and reflect the opinions and recommendations of the Dimensions training and support staff. If you already have established company procedures and they are working successfully, continue using them. If you need to institute some procedures or you are just starting up the system, take into consideration the concepts presented in this section. You will find some good tools to help you manage your business.

This section contains Payroll procedures. You can use it as a supplementary aid as you learn the Dimensions system, as a reference guide to answer certain procedural questions for regular Payroll activities, and as a teaching tool for new personnel.

It is assumed you have read Chapter 2, System Training, in *Getting Started Dimensions 97* and know how to move through menus and use the special keys (**Enter**, **Esc**, **Tab**, and up arrow ▲).

How the Procedures Are Organized

In order to present the procedures in an organized manner, this section is divided into parts which follow the **Payroll Menu** you will see on the screen after selecting **Other Options** from the **Dimensions Main Menu** and then **Payroll**:



Procedures for options on this menu are divided into parts as follows:

PART 1: PAYROLL FILE MAINTENANCE

PART 2: PROCESS PAYROLL

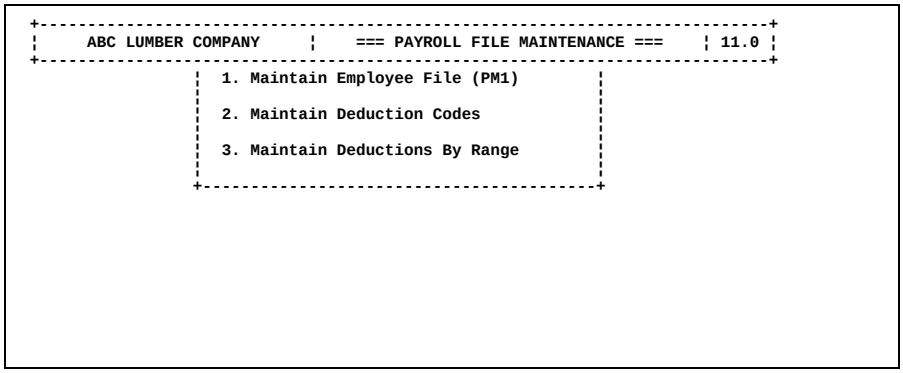
> ☞ **NOTE:** Payroll reports are not covered in this section. See SECTION 2 for Payroll Reports.
>
> Payroll Variable File is covered in SECTION 3. Payroll Special Maintenance is covered in SECTION 4.

PART 3: SEARCH FOR & SELECT AN EMPLOYEE

PART 4: VOID CHECKS

Part 1: Payroll File Maintenance

Use this part to add new employees, change or delete existing employees, and maintain deduction codes. When you select **1** for **Payroll File Maintenance** from the **Payroll Menu**, the following menu is displayed:



The following pages explain each of these options.

Part 1-1: Maintain Employee File (PM1)

PURPOSE: Use this procedure to add a new employee. This procedure describes every field in the Employee Master File (PM1.D) that can be set up when you add a new employee. This procedure also explains how to change and delete employees as well. It is usually not necessary to actually delete the employee from the Employee Master File. If an employee is separated from service, you must enter the termination date. Then during the year end process for Payroll, all employees with termination dates will be deleted automatically.

PROCEDURE:

1 From the **Payroll Main Menu**, select **1** for **Payroll File Maintenance**.

2 Select **1** for **Maintain Employee File (PM1)**.

3 The computer displays the MAINTAIN MASTER PAYROLL STATIC DATA screen:

```
DS06011A   MAINTAIN PAYROLL MASTER STATIC DATA (1ST HALF)

 1. EMP NO                            2. NAME
 3. ADDR 1                            4. ADDR 2
 5. ZIP CD            6. STORE       7. SS#              8. PERIODS PER YR
 9. MARRIED (S/M)    10. TYPE(S/H)  11. FED EXEMPTS       12. ST EXEMPTS
13. LOC EXEMPTS      14. DEPT       15. WRKMAN CMP CD     16. ST TAX CD
17. LOC TAX CD       18. RATE/SALARY                      19. HIRE DT
20. BIRTH DT         21. TERM DT                  22. FED WH ADDON
23. ST WH ADDON                                   24. LOC WH ADDON
104. AREA CODE                                  102. PHONE
101. LAST RAISE                                 103. VACATION TAKEN
105. EXEMPT AMT (ANNUAL)            107. GENDER (M/F)     108. PAY THRU TBL
109. DIRECT DEPOSIT (Y/N)
DEDUCTIONS:CD     FREQ           AMOUNT           LIMIT
25. 1ST       26.       27.             28.
29. 2ND       30.       31.             32.
33. 3RD       34.       35.             36.
37. 4TH       38.       39.             40.
41. 5TH       42.       43.             44.
45. 6TH       46.       47.             48.

ENTER OPTION (A,V,E,?):
```

The cursor is at the bottom of the screen at **ENTER OPTION (A,V,E,?)**. You have the following options:

A	Add a new employee. See Steps 4-5.
V	View an existing employee. Then you can change the employee's record (see Steps 6-13) or delete the record (see Steps 14-21).
E	End this option and return to the previous menu.

Steps 4-5 describe how to add a new employee.

4 If you selected **A** for Add, the cursor moves to the first field. Add the following information for the employee:

☞ **NOTE:** To bypass a field, press **Tab**.

To bypass entering the remaining fields, press period (**.**) and **Enter**. Go to Step 5.

1. EMP NO

1. The employee number can be up to 7 digits long. For example, **1234567** (all numeric).
2. If desired, organize your employees into alphabetical order by last name and assign a number to each.

2. NAME

1. The employee name can be up to 30 alpha-numeric characters long.
2. Employee names must be entered in the following layout to print correctly on the W-2 forms: For example:

   Lastname suffix./Firstname Middle

   For example:

   Brown/Mary
   Jones/Amy Rose
   White Jr./Robert W
   Green III./John Alan

3. Suffixes include Jr., Sr., II., III., etc. There must be a period after the suffix.
4. The computer alphabetizes by the last name on all reports and print the checks first name first, last name last.

3. ADDR 1

1. Enter the employee's street address, up to 25 characters.
2. This address will be printed on the W-2 forms.

4. ADDR 2

Enter the city and state, up to 25 characters.

5. ZIP CD

Enter the zip code, up to 10 characters including punctuation.

6. STORE

Enter the store number to which this employee is assigned.

7. SS#

Enter the employee's Social Security number, up to 12 characters including dashes. For example:

123-45-6789

8. PERIODS PER YR

1. Enter the number of pay periods per year for this employee.
2. **12** = monthly
   24 = semi-monthly
   26 = bi-weekly
   52 = weekly

9. MARRIED (S/M)

1. Enter the marital status for this employee.
2. **S** = single
   M = married

10. TYPE(S/H)

1. Enter the pay type for this employee:
2. **S** = salary
   H = hourly
   T = track hours for salaried employees. The hours will be kept in PM2.D (for Washington and

Oregon – use **T** to have workers compensation calculate correctly for salaried employees).

11. FED EXEMPTS

1. Enter the number of federal exemptions this employee is claiming. If no federal income tax is to be withheld, enter **99**.
2. This information would be found on the W-4 submitted by the employee.

12. ST EXEMPTS

Enter the number of state exemptions this employee is claiming (if state tax is figured on a tax table). If no state income tax is to be withheld, enter **99**.

13. LOC EXEMPTS

Same as state exemptions but for local tax.

14. DEPT

1. Enter the department to which this employee is assigned (1-99). For example:
   1=HOURLY-OFFICE
   2=SALARIED
   3=HOURLY-YARD
   Department information is integrated to General Ledger expenses. Payroll department information is enter in the Payroll Variable File, Departments.
2. You must enter a department number. If you do not use departments, enter **1** for all employees. You will also need to set up department 1 in the Variable File.

15. WRKMAN CMP CD

1. Enter the worker's compensation code for this employee corresponding to the comp codes (1-99) entered in the Payroll Variable File, Workers Compensation. The code entered here will carry the rate, limit, etc. to figure worker's compensation correctly.
2. You must enter a comp code number even if you are not required to figure worker's compensation. Enter **1** for all employees if you do not use worker's compensation. You will also need to make an entry in the Payroll Variable File for worker's comp code 1.

16. ST TAX CD

1. Enter the state code for the employee corresponding to the state codes (1-99) entered in the Payroll Variable File, State/Local Information.
2. Enter **0** if you do not withhold state income tax.

17. LOC TAX CD

1. Enter the local code for the employee corresponding to the local codes (1-99) entered in the Payroll Variable File, State/Local Information.
2. Enter **0** if you do not withhold local income tax.

18. RATE/SALARY

Enter the hourly wage or salary per pay period for this employee.

19. HIRE DT Enter the hire date of this employee in the standard date format (mmddyy).

20. BIRTH DT Optional. Enter the birth date for this employee.

21. TERM DT If an employee is terminated, enter the date here. Terminated employees will be deleted from the payroll files automatically at year end.

22. FED WH ADDON

1. Enter any additional federal withholding amount here. This additional amount will be withheld from every paycheck and added to the regular federal income tax withheld.
2. This information would be found on the W-4 submitted by the employee.
3. Enter **0** if there is to be no additional federal tax withheld.

23. ST WH ADDON

1. Enter any additional state withholding amount here. This additional amount will be withheld from every paycheck and added to the regular state income tax withheld.
2. Enter **0** if there is to be no additional state tax withheld.

24. LOC WH ADDON

1. Enter any additional local withholding amount here. This additional amount will be withheld from every paycheck and added to the regular local income tax withheld.
2. Enter **0** if there is to be no additional local tax withheld.

> ☞ **NOTE:** The following fields are numbered correctly as shown.

104. AREA CODE Enter the 3-digit area code for this employee.

102. PHONE Enter the employee's phone number (7 digits only). Do not enter any dashes or slashes. For example:

2223456

101. LAST RAISE Enter the date the last raise was given to this employee in the standard date format (mmddyy).

103. VACATION TAKEN This field is maintained manually. You can enter the number of vacation days already taken, if applicable. For example:

6.5 for 6 ½ days

105. EXMPT AMT (ANNUAL) Missouri only. Enter the total personal and dependent annual exempt amount for this employee.

107. GENDER (M/F) Enter the employee's gender (**M**=male, **F**=female).

108. PAY THRU TBL This field is used with the Time & Attendance package. This requires additional optional software. See Appendix D, Time & Attendance, for more information.

109. DIRECT DEPOSIT (Y/N) This field is used with the Payroll Direct Deposit package. This requires additional optional software. See Appendix E, Direct Deposit, for more information.

DEDUCTIONS:CD

25. 1ST

1. If the employee has additional deductions to be withheld, enter the code for the first deduction here. Deduction codes are set up and stored in the Payroll Variable File, Deductions. For example, if you have medical insurance set up to be deduction #1 in the Variable File and this employee is eligible for this deduction, enter **1**.
2. You can have up to 6 deductions set up for any employee that will be taken automatically on the checks you specify. You can also add or take away deductions at the time of processing payroll.
3. Washington state – Worker's comp is set up as a deduction for the employee's portion. See Payroll Variable File, Deductions and Worker's Compensation. The rate is entered in the Variable File, not here.

26. FREQ

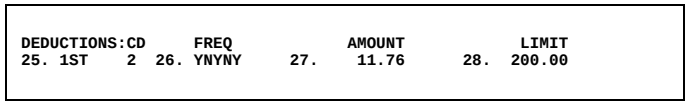
1. There are 5 spaces available for your entry. If this employee is paid weekly and this deduction is to be taken for each check, enter **Y** for each week (i.e., **YYYYY** – some months may have 5 payrolls). Or if this deduction is to be taken only for weeks 1 and 3, enter a **Y** in spaces 1 and 3 and **N** in spaces 2, 4, and 5 (**YNYNN**). Or if the employee is paid semi-monthly and the deduction is to be taken for each check, enter **YY** and fill the remaining spaces with **N**s.
2. The five spaces correspond to a "week code" called for during payroll processing.
3. For 401K cafeteria plans, DO NOT CHANGE THE POSITION OF THE DEDUCTION IN THE MIDDLE OF THE YEAR TO HAVE IT PRINT CORRECTLY ON THE W-2.

27. AMOUNT Enter the amount to be taken for this deduction. If this deduction is a flat amount (as set up in the Variable File, Deductions), enter the amount. Or if this deduction is a percent of gross, enter the percentage (i.e., **2.5** for 2½%).

28. LIMIT Enter the accumulated upper limit beyond which this deduction will no longer be taken for this employee. No entry indicates no limit.

<u>Example for Deduction 1:</u>

This weekly employee takes deduction 2 (which happens to be Credit Union Savings Plan) every other week of $11.76 until he has contributed $200.00.



DEDUCTIONS:CD
29. 2ND — Enter the second deduction information as described for deduction 1. Or press **Enter** to bypass.

30. FREQ

31. AMOUNT

32. LIMIT

DEDUCTIONS:CD
33. 3RD — Enter the third deduction information as described for deduction 1. Or press **Enter** to bypass.

34. FREQ

35. AMOUNT

36. LIMIT

DEDUCTIONS:CD
37. 4TH — Enter the fourth deduction information as described for deduction 1. Or press **Enter** to bypass.

38. FREQ

39. AMOUNT

40. LIMIT

DEDUCTIONS:CD
41. 5TH — Enter the fifth deduction information as described for deduction 1. Or press **Enter** to bypass.

42. FREQ

43. AMOUNT

44. LIMIT

DEDUCTIONS:CD
45. 6TH — Enter the sixth deduction information as described for deduction 1. Or press **Enter** to bypass.

46. FREQ

47. AMOUNT

48. LIMIT

5 The employee is added and you are returned to Step 4 to enter another employee. Or press **Esc** to end this process and return to Step 3. Enter **E** and press **Enter** to return to the previous menu.

Steps 6-13 describe how to change an existing employee. You must know the employee number you wish to change before beginning this procedure.

6 If you selected **V** for View and wish to change an employee, the cursor moves to **1. EMP NO**. Enter the employee number you wish to change.

7 The selected employee is displayed and there are new options at the bottom of the screen:

```
ENTER OPTION (A,C,D,N,P,V,E,?):
```

Enter **C** for **Change**. Or you can enter **N** to view the next employee (numerically) or **P** to view the previous employee.

8 The cursor moves to **2. NAME**. (The employee number cannot be changed because it is the key to the file.) If this field needs to changed, type in the correct data and press **Enter**. If the field does not need changing, press **Tab** to bypass. Do not press **Enter** unless you need to blank out the data in the field. Press **Esc** to back up one field.

9 Repeat Step 8 until all desired fields have been changed.

10 When all changes have been made, either **Tab** through all remaining fields or enter "**.**" (period) and press **Enter**.

11 The computer asks:

```
OK TO CHANGE RECORD?  Y/N
```

Enter **Y** and **Enter** to make the change effective or **N** and **Enter** to leave the record unchanged.

12 You are still in the change mode. Select another record to change or press **Esc** to end the CHANGE option.

13 Enter **E** and press **Enter** to return to the previous menu.

Steps 14-21 describe how to delete an existing employee. You must know the employee number you wish to delete before beginning this procedure.

14 If you selected **V** for View and wish to delete an employee, the cursor moves to **1. EMP NO**. Enter the employee number you wish to mark for deletion. You will be entering a termination date to mark this employee to be deleted during the next year end update process.

15 The selected employee is displayed and there are new options at the bottom of the screen:

```
ENTER OPTION (A,C,D,N,P,V,E,?):
```

Enter **C** for **Change**. Or you can enter **N** to view the next employee (numerically) or **P** to view the previous employee.

16 The cursor moves to **2. NAME**. Press **Tab** to move the cursor to field 21, **TERM DT**. You can also use **Esc** to back up one field.

17 Enter the termination date in the standard date format (mmddyy).

18 Then press **Tab** through all remaining fields or enter "**.**" (period) and press **Enter**.

19 The computer asks:

```
OK TO CHANGE RECORD?  Y/N
```

Enter **Y** and **Enter** to make the change effective or **N** and **Enter** to leave the record unchanged. If you enter **N**, the change is not made to the employee's record.

20 The cursor returns to **1. EMP NO**. You are still in the change mode. Press **Esc** to end the CHANGE option.

21 Enter **E** and press **Enter** to return to the previous menu.

NOTES:

Part 1-2: Maintain Deduction Codes

PURPOSE: Use this procedure to add, change, or delete deduction information for employees. Deductions are assigned to each employee and stored in the Employee Master File (PM1.D). The kinds of deductions available and how they are calculated are stored in the Payroll Variable File, Deductions.

You can select employees one at a time or have the computer display the next available employee in numerical or alphabetical order.

PROCEDURE:

1 From the **Payroll Main Menu**, select **1** for **Payroll File Maintenance**.

2 Select **2** for **Maintain Deduction Codes**.

3 The computer begins by displaying:

```
DS06050     Enter/Edit Payroll Deductions   ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.1                                                          Port  39
                                                                  Store 01



      +-----------------------------------+
      ¦Select Store Number         :   1   ¦
      ¦Beginning Year Date (MMDDYY):  10100 ¦
      ¦Ending    Year Date (MMDDYY): 123100 ¦
      +-----------------------------------+

      +-----------------------------------+
      ¦Select Method of Adjustment:        ¦
      +-----------------------------------+
               1 = Manually Select Each Employee
               2 = Automatically Select Next by Employee Number
               3 = Automatically Select Next by Employee Name




<Esc>=End
```

The cursor is positioned at **Select Store Number**. Enter the store number requiring changes to payroll deductions. Or press **Tab** to accept store 1. Or press **Esc** to end this procedure and return to the previous menu.

4 **Beginning Year Date (MMDDYY):**

Enter the date of the beginning of the year. Or press **Tab** to accept the displayed date using the current system year.

5 **Ending Year Date (MMDDYY):**

Enter the date of the ending of the year. Or press **Tab** to accept the displayed date using the current system year.

6 **Select Method of Adjustment:**

Enter one of the following options:

1=Manually Select Each Employee	Allows you to select each employee to be changed, one at a time.
2=Automatically Select Next by Employee Number	Allows you to select the first employee to be changed and then the computer will automatically select the next employee to change, in numerical order one at a time.
3=Automatically Select Next by Employee Name	Same as option 2 except uses employee name order.
<Esc>=End	End this program and return to the previous menu.

7 The computer displays the standard employee selection routine:

```
DS06050     Enter/Edit Payroll Deductions   ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.1                                                          Port  38
Select Employee (Number or Name):                                 STORE 01

                                 <Up Arrow> = Search
```

Select the employee you wish to change. Or press **Esc** to return to the previous screen in Step 3.

8 The computer displays the deductions for the selected employee. For example:

```
DS06050     Enter/Edit Payroll Deductions   ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.1                                                          Port  39
Employee:     100  ADAMS/SUE                                      Store 01

  Ded Cd      Description           Limit     Freq       Ded Amt       Ytd Amt
1.     0
2.
3.
4.
5.
6.
+------------------------------ Deductions ----------------------------------+
| 1-PENSION           5-UNION DUES        9-DEDUCTION 9                      |
| 2-GARNISHMENT       6-DEDUCTION 6      10-DEDUCTION 10                     |
| 3-UNITED WAY        7-DEDUCTION 7      99-MEMO ONLY                        |
| 4-CREDIT UNION      8-DEDUCTION 8                                          |
+-------------------------------------------------------------------------------+
(.) = Accept As Is   <UpA> = Display More Deduction Codes
```

The cursor is positioned at the first line under **Ded Cd**. You have the following options:

Add a deduction	Enter a deduction for this employee using one of the codes listed at the bottom of the screen. Then you can enter the amount for the new deduction.
Change a deduction	If you need to change an existing deduction, **Tab** to the deduction code. Then you can change the deduction amount. However, you cannot change the limit or frequency. That information is stored in the Payroll Variable File, Deductions.

(.)=Accept As Is	Keep the deductions as displayed. Go to Step 9.
<UpA>=Display More Deduction Codes	If there are more deductions than will fit on the screen, press up arrow to view more.
Esc	Return to the previous screen (**Select Employee**).

9 When you are done adding/changing deductions and you press **.** to accept, the computer asks:

```
<Ent> = Accept     <Esc>=Reject
```

Press **Enter** to accept the deductions. You are returned to Step 7 to select another employee or the computer displays the next employee in numerical or alphabetical order, depending on the method of adjustment you selected in Step 6. Or press **Esc** to reject the changes and return to Step 8 to make more changes.

NOTES:

Part 1-3: Maintain Deductions by Range

PURPOSE: Use this procedure to change deduction amounts in PM1.D by either entering a specific amount, an amount to increase or decrease, or a percentage to increase or decrease. This can be done for one deduction code at a time. All employees with the selected deduction code will be changed.

You must know the deduction code you wish to change before beginning this procedure. See Payroll Variable File, Reports, to print a list of payroll deductions.

PROCEDURE:

1 From the **Payroll Menu**, select **Payroll File Maintenance.**

2 Select **3** for **Maintain Deductions by Range.**

3 The computer displays:

```
DS06051    Change PM1 Deductions By Range  ABC LUMBER COMPANY      Date mm/dd/yy
Rev8.1.1                                                          Port  37
                                                                  Store 01

    Beginning Department                        0
    Ending    Department                      999
    Store Number            (0=All)             0
    Select Optional Field     (Y/N)             N

    Deduction Code to Change (1-99)             0
    Change Method to Use                        1
      1. Change to Specific Amount/Percent
      2. Increase/Decrease by an Amount
      3. Increase/Decrease by a Percentage









<Esc>=End
```

The cursor is positioned at **Beginning Department**. Enter the first department to be affected by the deduction change. Departments are set up in the Payroll Variable File, Departments. Or press **Tab** to start with the first department. Or press **Esc** to end this procedure and return to the previous menu.

4 **Ending Department 999**

Enter the last department to be affected by the deduction change(s). Or press **Tab** to use all remaining departments. Or press **Esc** to go back to the previous field.

5 **Store Number (0=All) 0**

Enter the store number requiring changes to payroll deductions. Or press **Tab** to accept **0** for all stores.

6 **Select Optional Field (Y/N)**

This is the same process used when selecting optional fields for payroll reports. See the introduction to Section 2, Payroll Reports, for an explanation for **Select Optional Field.** This allows you to narrow the kinds of employees that are selected for changing.

7 **Deduction Code to Change (1-99)**

Enter the deduction code number that requires a change. The corresponding deduction description is displayed for your verification.

8 **Change Method to Use 1**
1. Change to Specific Amount/Percent
2. Increase/Decrease by an Amount

You can change the selected deduction by one of three methods. Enter the desired method (**1-3**).

1. Change to Specific Amount/Percent — The computer also asks:

Enter specific amount to change: .00

Enter the specific amount for the selected deduction. For example, 5.00 makes this deduction always equal $5.00 for all employees with the selected deduction.

2. Increase/Decrease by an Amount — The computer also asks:

Enter amount to increase or decrease: .00

Enter the amount to increase or decrease for the current amount of the selected deduction. For example, to reduce this deduction by $10.00, enter –10.00.

3. Increase/Decrease by a Percentage — The computer also asks:

Enter percent to increase or decrease: .00

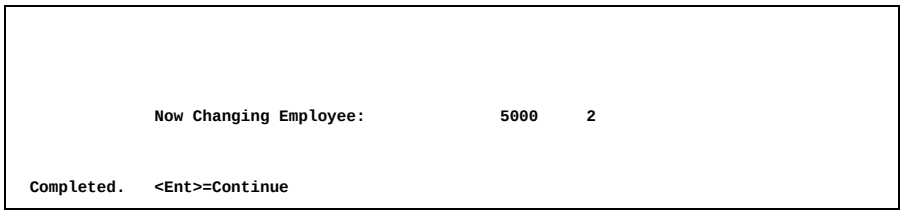
Enter the percentage to increase or decrease for the current amount of the selected deduction. For example, to increase this deduction by 5.5%, enter 5.50.

9 Then the computer displays a message reminding you which deduction is going to be changed . For example:

```
This program will only change employees that currently have deduction  1 .


Do you wish to begin? (Y/N):
```

Enter **Y** if you wish to begin changing the deduction amounts/percentages in the Employee Master File (PM1.D) for all applicable employees. Or enter **N** to end this procedure and return to the previous menu without changing deductions.

10 If you entered **Y** above, the computer begins immediately to change the employees' records in PM1.D according to the parameters you entered and displays:



When done, press **Enter** to acknowledge this message. You are returned to the previous menu.

NOTES:

Part 2: Process Payroll

PURPOSE: Process Payroll allows you to set up batches of payroll data (such as a pay period) so you can enter time sheets and calculate all deductions and withholdings, print payroll checks, and update your entries to the employee files and the General Ledger.

Batch Process

Process Payroll is a batch process. It follows a general pattern of steps to prepare, enter, and update the batch.

STEP 1 **Copy the payroll files.** The files are copied to another user group or directory. This provides a backup of the current payroll files in the event of an error during payroll processing.

STEP 2 **Set up the batch.** You must enter a batch name and check the calendar month and payroll parameters before entering data into the batch.

STEP 3 **Enter the payroll.** Enter timecard information for salaried and hourly employees.

STEP 4 **Print the Edit List.** Check this report for accuracy before printing payroll checks and updating the payroll files. Always print this list and check before continuing. If you discover an error, void or change the payroll input using Void/Change Payroll Input.

STEP 5 **Void/change payroll input.** Change or void any of the payroll input in the batch. Print the Edit List again to check the entries.

STEP 6 **Print payroll checks.** The checks will be printed according to the information shown on the Edit List.

STEP 7 **Print Direct Deposit Summaries.** If you are using the Direct Deposit option, this step prints a summary of the direct deposits generated for this payroll.

STEP 8 **Print Check Register.** Prints a register of payroll checks generated for this payroll.

STEP 9 **Print Current Workers Comp Report.** Prints the workers comp information for this payroll.

STEP 10 **Send Direct Deposit to Bank.** If you are using the Direct Deposit option, this step sends the direct deposit information directly to the employees' banks.

STEP 11 **Update Payroll and G/L to GPOST.** Updates the current payroll batch to each employee's year-to-date figures, updates the Payroll Yearly Transaction File (PM3.D), and updates the G/L.

STEP 12 **Print the G/L Entries report (GPOST).** This shows the G/L entries generated for this payroll batch.

STEP 13 **File the reports.** Gather all reports generated in this batch and put them all in a payroll binder.

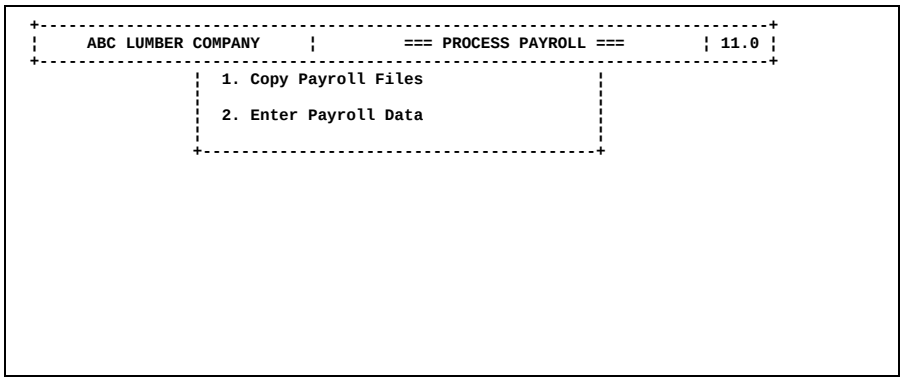
Each step is described in further detail in the following pages.

STEP 1 Copy the Payroll Files

PROCEDURE:

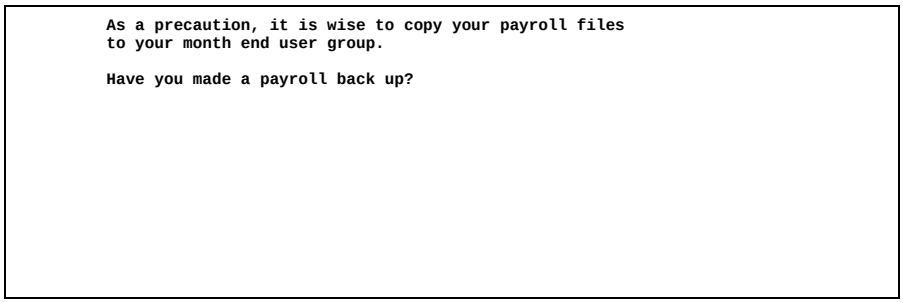
1 From the **Payroll Menu**, select **Process Payroll**.

2 The computer displays:



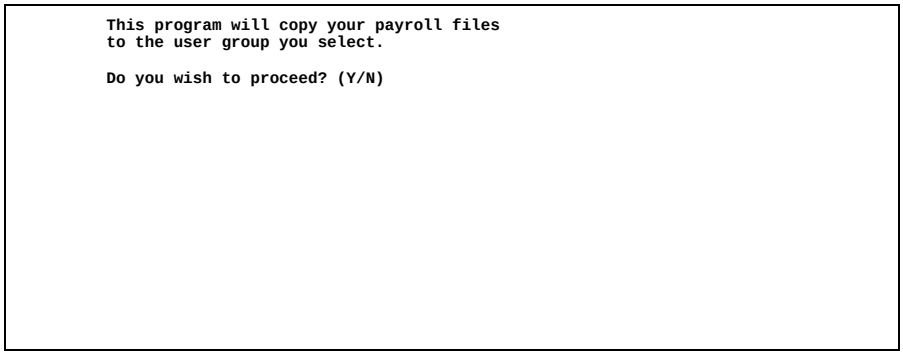
Select **1** for **Copy Payroll Files**.

3 The computer asks:



Enter **N** if you have not made a back up. Go to Step 4. Or enter **Y** if you have already copied the files to the month end password. Skip to Step 2 in Set Up the Batch.

4 If you answered **N** above, the computer asks:



Enter **Y** if you wish to copy the files. Continue to Step 5. Or enter **N** to stop this procedure and return to the previous menu without copying any files.

5 If you answered **Y** above, the computer asks:

```
This program will copy your payroll files
to the user group you select.

Please prepare your system printer for the copy report.
You are required to review this report for any errors
in the copy process.     If any errors are encountered
DO NOT PROCEED with payroll until corrected.

NOTE: Any files with the suffix '.sv' will be globally
      excluded, this is normal and is done to save disk space.
      Any other errors MUST be corrected before continuing.

Please enter the drive:user group to copy the file to. 5:58
```

Make sure your system printer is turned on and is ready to print. The cursor is positioned at **Please enter the drive:user group to copy the file to.** Either press **Enter** to accept the displayed default (month end drive:user group or directory) or enter the drive and user group (separated by **Enter**). The computer will begin immediately to copy all payroll files (PM1*, PM2*, PM3* and any other optional files used by optional payroll products such as Time & Attendance and Direct Deposit) to the selected user group or directory. It also prints a report showing what is being done. The report prints "END OF PROGRAM" when the copying is finished.

> ☞ **WARNING:** If you encounter problems during the copy (such as invalid user group, not enough disk space, etc.), DO NOT PROCEED with processing payroll. Correct the problem and copy again. Then you can proceed safely.

6 After the copy process finishes, you are returned to Step 4 where you can enter **N** (do not proceed) and return to the previous menu.

STEP 2 Set Up the Batch

PROCEDURE:

1 From the **Process Payroll Menu**, select **2** for **Enter Payroll Data**.

2 The computer displays:

```
DS06100          Payroll        ABC LUMBER COMPANY                Date MM/DD/YY
Rev9.0.1                                                          Port  36
                                                                  Store 01

    Enter Batch Name: PR              <UpA>=Search









<Esc>= End
```

You must identify each batch before beginning any payroll entry. You can create a new batch or add to an existing batch which has <u>not</u> been updated yet. You have the following options:

Enter a new batch name The batch name can be up to 10 characters long, including "PR". A payroll batch always begins with "PR" so it is displayed for you. You can devise a scheme for keeping track of batch names such as the day the pay period ends and the operator's initials. For example: 011500AB. This batch would contain payroll data for the pay period ending 01-15-00 and it was entered by AB.

Enter an existing batch name You can add to an old batch which has not been updated or print certain reports for a batch which has been updated (Print Check Register, Print Current Workers Comp Report, Print G/L Entries). If you try to select any other option, you will receive a message indicating this batch has already been updated.

Search for an existing batch Press up arrow to display a list of existing batches. Use normal search and select procedures for selecting the desired batch.

Press Esc Return to the previous menu.

3 After entering a batch name, the computer displays:

```
DS06100          Payroll        ABC LUMBER COMPANY                Date mm/dd/yy
Batch ID: PR0810AA     ** NEW **                                   Port  36
                                                                   Store 01

Calendar Month:  11   Period Code:  12

   +-------------------------------------+            Payroll Parameters
   |  1. Change Calendar Month           |       Week Code  (1-5)          1
   |  2. Change Payroll Parameters       |       Overtime Code (H,D,T,X)   H
   |  3. Import Payroll Data             |       Bank Number(1-4)          1
   |  4. Enter Payroll Input             |       Enter Wrkmn's Comp  (Y/N) N
   |  5. Print Edit List                 |
   |  6. Void/Change Payroll Input       |
   |  7. Print Payroll Checks            |
   |  8. Print Check Register            |
   |  9. Print Current Workers Comp Rpt  |
   | 10. Update Payroll & G/L to GPOST   |
   | 11. Print G/L Entries               |
   |                                     |
   | 98. Change Store                    |
   | 99. Change Date                     |
   +-------------------------------------+


<Esc> = Back to Batch ID
```

This is the **Enter Payroll Data Menu.** You will work from this menu for the remaining steps. Notice that the batch ID is displayed at the top of the screen along with **** NEW **** or ****OLD**** depending on the status of the batch.

> ☞ **NOTE:** An "old" batch has entries in it which have not been updated. Unless you are adding to an old batch, you should be careful to complete an old batch by updating and printing the reports before entering a new batch.

4 Check the displayed calendar month at the top of the screen. If you need to change it, select **1. Change Calendar Month** and press **Enter**. The cursor moves to **Calendar Month**. Enter the appropriate calendar month for this batch of payroll and press **Enter**. This is the actual calendar month, not the fiscal month. The computer will display the corresponding fiscal period in **Period Code**. All transactions in the selected batch will be posted to the G/L for this calendar month when you perform the update for this batch.

5 Next check the payroll parameters displayed in the right hand column. If any changes need to be made, enter **2** and press **Enter**. See below for an explanation of each payroll parameter.

Week Code (1-5) This "week code" corresponds to the deductions for each employee and the frequency with which they are taken. See the procedure Add Employee for information on setting up deductions.

If you pay on a weekly basis and this is the first payroll in the month, enter **1**. If it's the third week, enter **3**. Or if you pay semi-monthly and this is the second payroll for the month, enter **2**.

Overtime Code (H,D,T,X) H All payroll for this batch defaults to the selected overtime code and corresponding rate. You can, however, override the default as each employee is entered to change the overtime code.

Enter **H** for time and a half, **D** for double time, **T** for triple time, or **X** for half time. Or press Tab to leave unchanged and accept the default (**H**).

Bank Number (1-4) Enter the bank number from which this payroll will be paid. Bank numbers are set up in the Payroll Variable File, G/L Integration.

Enter Wrkmn's Comp (Y/N) Enter **Y** if you wish to stop after entering the hours to ask if they are subject to workers compensation. Some states do not subject holiday and vacation pay to worker's compensation. Or enter **N** if you do not need to use this feature.

Washington state: You must enter **Y** for this parameter.

6 Check the displayed store number. **.** If you need to change it, enter **98** and press **Enter**. The computer asks: **Enter New Store Number(1-255)**. Enter the desired store number for this batch.

7 Check the displayed date. If you need to change it, enter **99** and press **Enter**. The computer asks: **Enter New Date (MMDDYY)**. Enter the desired date for this batch.

8 You are returned to the **Enter Payroll Data Menu**. You are now ready to enter payroll data.

STEP 3 Enter the Payroll

PROCEDURE:

1 From the **Enter Payroll Data Menu**, select **4** for **Enter Payroll Input**.

2 The computer displays:

```
DS06201      Payroll Input    ABC LUMBER COMPANY
Rev9.0.1                                                    Pt    St
                                                            Mo 12 Wk  1
                                                            Batch  PR0810AA
                                                            Date   mm/dd/yy
         Enter Selection Method  : 2

            1 = Select Employees Manually
            2 = Select Employees Automatically
```

Enter **1** if you wish to select each employee number as you enter the payroll input. Or enter **2** if you wish the computer to automatically select the next employee number. If you select **2**, you can also specify which order to display employees (employee number or name) and which types of employees to display (hourly, salary or both). You can also specify a store, state, and department number if you wish to limit which employees are displayed.

3 The computer displays the standard employee selection routine:

```
DS06201      Payroll Input    ABC LUMBER COMPANY
Rev9.0.1                                                    Pt    St
Select Employee (Number or Name):                           Mo 12 Wk  1
                                                            Batch  PR0810AA
                                  <UpA> = Search            Date   mm/dd/yy
```

Select the employee by number or name using the standard employee selection routine.

4 After selecting an employee above and that employee is an hourly employee or salaried employee set up for tracking hours, the computer displays the timecard screen:

```
DS06201      Payroll Input    ABC LUMBER COMPANY
Rev9.0.1                                                    Pt    St
Select Employee (Number or Name):   2400   1 SALARIES DEPT2 Mo 12 Wk  1
                                  DENVER/JOHN               Batch  PR0810AA
  Fed Ex  0                                                 Date   mm/dd/yy
  Stt Ex  0       Frequency  26 *Single*                    Str     1

Dp    Rate/Sal Reg-Hrs   OT-Hrs   Reg-Earn    OT-Earn  -------- Oth-Pay --------
 1       16.00     .00 H


Deduction                   Amount         Deduction                  Amount
    1  PENSION                5.00             3  UNITED WAY            4.00
    5  UNION DUES             7.00             6  DEDUCTION 6           6.00









<Esc>=Change Rate with Option to Change Pay Type.
```

(If you selected a salaried employee, skip to Step 6.) The employee's department and rate are displayed. The cursor is positioned under **Reg-Hrs**. You have the following options:

Enter the regular hours — Enter the regular hours reported by this employee for this pay period and press **Enter**. Enter the hours with up to 2 trailing decimals. For example, if there are 20¾ hours, enter **20.75**. Go to Step 5.

> ☞ **NOTE:** If you are tracking hours for salaried employees, the hours will be stored in PM2.D but will not be used for calculation of pay. It is a reporting function only.

Press Esc once — Press **Esc** one time to change the rate temporarily for this pay period. This also gives you the option of entering a different pay type by pressing up arrow at **<UpA>=Select Pay Type**. Payroll types allow you to have up to 6 different types of pay which can be tracked by entering the number of hours for a specific type of pay. For example, holiday, vacation, sick, and personal time. This is different from "other pay" which is entered in a lump sum rather than calculating the hours x rate. (See Step 7.) Payroll types are shown on payroll reports so the number of hours paid for certain types can be tracked.

If you pressed the up arrow, a box showing all available pay types is displayed at the bottom of the screen. At **Enter Pay Type**, enter the pay type number from the list. Then enter the rate and the number of regular hours for the selected pay type.

Press Esc twice — Press **Esc** two times to change the department temporarily for this pay period.

Press Esc three times — Press **Esc** three times to end this process and return to Step 3 to select another employee.

5 If you set up the payroll parameters to stop for workers comp, the computer also asks:

```
Subject to Workmans Comp (Y/N)
```

Enter **Y** if these hours are subject to workers comp, **N** if not. Some states do not subject holiday and vacation pay to workers comp.

6 Then the computer displays the selected overtime code (**H**, **D**, **T**, or **X**) and asks for **OT-Hrs**. You have the following options:

Enter the number of overtime hours — Enter the number of overtime hours reported by this employee. Go to Step 7.

Press up arrow — Press the up arrow to change the overtime rate. The computer asks: **Enter Overtime Rate**. Enter the dollar rate per hour of overtime. This feature is helpful if you wish to pay overtime at a rate other than time and half, double, triple, or half time.

Press Esc — Press **Esc** to change the overtime code. This moves the cursor to the displayed code and allows you to

change it (**H**=time and a half, **D**=double time, **T**=triple time, **X**=half time).

Press Enter — Press **Enter** to bypass entering any overtime. Continue to Step 7.

7 Regular and overtime earnings are calculated and displayed. Now you can enter any other pay information. The computer asks: **Other Pay**. You have the following options.

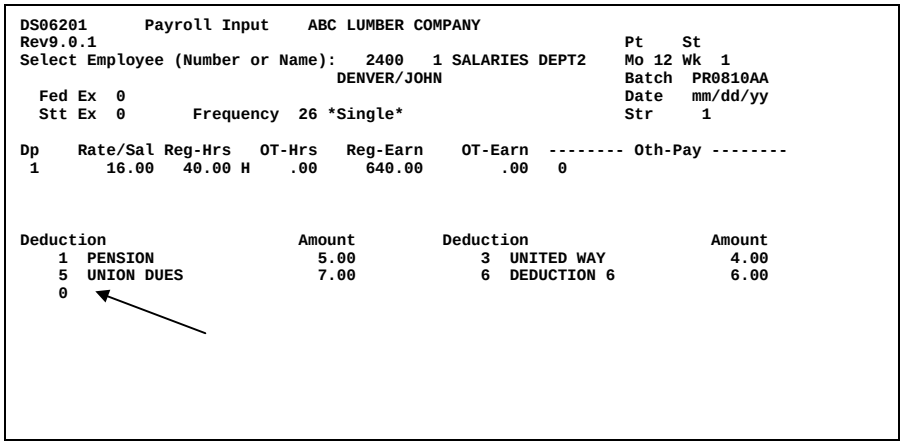
Enter an Other Pay code — Other pay codes are set up in the Payroll Variable File, Descriptions. They define types of pay other than regular (hourly and salary) or overtime such as commission, bonus, and incentive pay which are paid as a lump sum without requiring hours/rate to be entered. If you wish to track hours for other pay, use the payroll type descriptions (Step 4).

Enter the other pay code and amount to add to this timecard. Other pay is not counted as regular or overtime earnings but as its own other pay category. Taxes are calculated on the total of regular earnings, overtime earnings, and other pay.

Press Enter — If you do not need to enter any other pay, press **Enter**. Go to Step 8.

8 The entry is accepted and you are allowed to enter two more lines for this employee, if needed. For example, you might have an employee who works for 2 different departments at different rates. Only one check will be printed for the employee including both rates. Or you could have one line of regular pay and another of vacation pay (using the pay type for vacation). Repeat Steps 4-7 to enter more lines. Or press **Enter** to bypass entering any more lines for this timecard.

9 The computer calculates and displays the deductions that will be taken on this check as assigned in the employee's record in PM1.D (Employee Master File). For example:


DS06201 Payroll Input ABC LUMBER COMPANY
Rev9.0.1 Pt St
Select Employee (Number or Name): 2400 1 SALARIES DEPT2 Mo 12 Wk 1
DENVER/JOHN Batch PR0810AA
Fed Ex 0 Date mm/dd/yy
Stt Ex 0 Frequency 26 *Single* Str 1
Dp Rate/Sal Reg-Hrs OT-Hrs Reg-Earn OT-Earn -------- Oth-Pay --------
1 16.00 40.00 H .00 640.00 .00 0
Deduction Amount Deduction Amount
1 PENSION 5.00 3 UNITED WAY 4.00
5 UNION DUES 7.00 6 DEDUCTION 6 6.00
0

You have the following options:

Enter another deduction — The computer allows you to enter another deduction that will be taken on this check only. Enter the deduction code (1-99) corresponding to the deduction you wish to take. Deductions are set up in the Payroll Variable File, Deductions. You can have up to 8 deductions per payroll entry (6 automatic and 2 add ons). Then enter the amount for the deduction.

Delete a deduction — You can delete a deduction temporarily for this check only by entering the deduction code and a negative amount to back it out.

Press Enter — Bypass entering any more deductions by pressing **Enter**.

10 The computer calculates the net amount to pay on this entry and displays the gross, total deductions, withholdings (federal, FICA, state, and local), and net amount. For example:

```
DS06201      Payroll Input    ABC LUMBER COMPANY
Rev9.0.1                                              Pt    St
Select Employee (Number or Name):   2400   1 SALARIES DEPT2   Mo 12 Wk  1
                                 DENVER/JOHN                  Batch  PR0810AA
  Fed Ex  0                                                   Date   mm/dd/yy
  Stt Ex  0       Frequency  26 *Single*                      Str     1

Dp    Rate/Sal Reg-Hrs   OT-Hrs   Reg-Earn    OT-Earn  -------- Oth-Pay --------
 1       16.00   40.00 H    .00     640.00        .00   0


Deduction                    Amount         Deduction                   Amount
    1  PENSION                 5.00             3  UNITED WAY            4.00
    5  UNION DUES              7.00             6  DEDUCTION 6           6.00


      Gross  Deduction    Federal       FICA      State      Local        Net
     640.00      22.00      83.96      48.96      34.14        .00     450.94

 <Ent>=Accept  <Esc>=Reject  (D)=Deductions  (T)=Taxes  (H)=Handcheck
```

You have the following options:

<Ent>=Accept — Accept this entry and resulting deductions and withholdings. Go to Step 11.

<Esc>=Reject — Reject this entry. Go to Step 11.

<D>=Deductions — Change the deductions. Return to Step 9.

<T>=Taxes — Adjust the taxes as displayed. You can enter the amounts for federal, FICA, state, and local taxes to be withheld. Be careful not to press **Enter** if you wish to keep the amount the same. **Enter** zeroes out the field. Press **Tab** instead to leave the amount unchanged.

<H>=Handcheck — Enter handcheck information. In the upper right hand corner of the screen, the computer asks:

Hand Check

If already paid by handcheck, enter the check number used for this employee. The computer will not print a computer check for this employee because a hand check was processed. It will, however, appear on the check register and other payroll report for this batch.

11 After you accept the entry, it is added to the batch. If you reject the entry, it will not be added to the batch. Then you can select the next employee (if you are manually selecting employees) or the next employee in numerical order is automatically displayed. Repeat these steps for each employee to be paid.

STEP 4 Print the Edit List

Print this report to check the payroll batch before updating it to the employee and G/L files. This report can be printed for all checks, only zero or negative checks, only computer checks, only handchecks, or only direct deposit checks. See the sample at the end of this part.

1 From the **Enter Payroll Data Menu**, select **5** for **Print Edit List**.

2 The computer displays:

```
DS06103      Payroll Edit List    ABC LUMBER COMPANY              Date mm/dd/yy
Rev9.0.1                                                          Port  36
                                                                  Store 01

    1. Input Parameters

          Batch Number                      PR0810AA
          Number of Copies                         1
          Report Date                          mmddyy
          Store Number (0=All)                     0
          Report Option                            1
              1 = All Checks
              2 = Zero or Negative Checks Only
              3 = Computer Checks
              4 = Handchecks Only









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print a hard copy of this report using normal report printing procedures.

Batch Number — The batch identification stays the same as you entered when setting up the batch.

Report Option — Enter the number corresponding to the type of checks you wish to see on this report.

1=All Checks
2=Check Number
3=Computer Checks
4=Handchecks Only
5=Direct Deposit Checks Only

3 Verify that all payroll is correct in this batch Edit the batch if needed. See Void/Change Payroll Input.

SAMPLE EDIT LIST
Page 1

```
mm/dd/yy                PAYROLL EDIT LIST (PM2.D)                    ABC LUMBER COMPANY                              DS06103
12:03:14                                                                                                             PAGE 0001

-------------------------------------------------------------------------------------------------------------------------------
BATCH: PR0810AA    STORE: 1  PERIOD: 12  WEEK: 1
-------------------------------------------------------------------------------------------------------------------------------

    SEQ  EMP-NO NAME                                GROSS   DEDUCTION     FEDERAL        FICA      STATE      LOCAL          NET
                     DEPT   RATE/SAL  REG-HRS     OT-HRS    REG-EARN     OT-EARN    ------- OTHER-PAY -------            HAND CK

-------------------------------------------------------------------------------------------------------------------------------
    159    2400 DENVER/JOHN                       640.00       22.00       83.96       48.96      34.14        .00        450.94
                    1       16.00    40.00   H              640.00
                1 PENSION            5.00    3 UNITED WAY        4.00    5 UNION DUES         7.00    6 DEDUCTION 6        6.00
-------------------------------------------------------------------------------------------------------------------------------
    160    6000 RAITT/BONNIE                     4000.00       15.00      991.73      306.00     306.25        .00       2381.02
                    2     4000.00           H             4000.00
                3 UNITED WAY        10.00    4 CREDIT UNION       5.00
-------------------------------------------------------------------------------------------------------------------------------

TOTALS:  EMP NUMBERS:      8400   REG-HRS:     40.00    OT HRS:       .00    OTHER PAY:       .00    NET:    2831.96
```

Page 2

```
mm/dd/yy                PAYROLL EDIT LIST (PM2.D)                    ABC LUMBER COMPANY                              DS06103
12:03:14                                                                                                             PAGE 0002


WAGE SUMMARY:          # OF ENTRIES       REGULAR PAY           O.T.PAY          OTHER PAY          TOTAL PAY

COMPUTER CHECKS                  2           4640.00               .00               .00           4640.00

     TOTALS :                    2           4640.00               .00               .00           4640.00



DEDUCTION SUMMARY:     # OF ENTRIES   DEDUCTION TOTAL     MEMO TOTAL

 1  PENSION                      1              5.00
 3  UNITED WAY                   2             14.00
 4  CREDIT UNION                 1              5.00
 5  UNION DUES                   1              7.00
 6  DEDUCTION 6                  1              6.00

     TOTALS :                    6             37.00



     GROSS PAY                              4640.00
     DEDUCTIONS                               37.00
     FEDERAL                                1075.69
     SS FICA                                 287.68
     MEDICARE                                 67.28
     STATE                                   340.39
     LOCAL                                      .00

     NET PAY:                               2831.96
```

Page 3

```
mm/dd/yy                PAYROLL EDIT LIST (PM2.D)                    ABC LUMBER COMPANY                              DS06103
12:03:14                                                                                                             PAGE 0004

DEPARTMENT TOTALS          G/L#       REG HRS       OVT HRS      REG EARN      OVT EARN     OTHER PAY

 1  SALARIES DEPT2       5112.00         40.00                     640.00
 2  SALARIES DEPT2       5112.00                                  4000.00

    TOTALS                              40.00                    4640.00
```

STEP 5 Void/Change Payroll Input

Use this procedure to correct errors in a payroll batch before updating the batch. Most likely you printed an Edit List to check the batch and discovered an error. You can only void or change payroll input in a batch which has not yet been updated.

1 From the **Enter Payroll Data Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2 Select **6** for **Void/Change Payroll Input**.

3 The computer displays:

```
DS06100          Payroll        ABC LUMBER COMPANY                Date mm/dd/yy
Rev9.0.1                                                          Port  36
                                                                  Store 01

                  1. Void Payroll Input

                  2. Change Payroll Input
                     Note: Limits are not checked when deductions are
                           added or changed.









Enter Option - (E) to End:
```

Enter **1** to void entries in the batch. See Steps 4-6. Enter **2** to change entries in the batch. See Steps 7–13.

Steps 4-6 describe voiding payroll entries from the payroll batch.

4 After selecting **1** to void entries, the computer asks:

```
DS06102  VOID Payroll Input  ABC LUMBER COMPANY
                                                          PT 36   ST 01
Select Sequence Number to VOID       0                    Mo 12   Wk  1
                                                          Batch   PR0810AA
                                                          Date    mm/dd/yy
```

From the Edit List, locate the sequence number (SEQ) of the entry you wish to void and enter it here. Press **Enter**. Or press **Esc** to end this process and return to the previous menu.

5 After you enter a valid sequence number, the computer displays the detail for that payroll entry. For example:

```
DS06102  VOID Payroll Input  ABC LUMBER COMPANY
                                                        PT 36   ST 01
       Employee Number          2400      1 SALARIES DEPT2   Mo 12   Wk  1
                 Name        DENVER/JOHN                    Batch   PR0810AA
                                                            Date    mm/dd/yy


DP   Rate/Sal Reg-Hrs    OT-Hrs   Reg-Earn    OT-Earn  -------- Oth-Pay --------
 1      16.00   40.00  H    .00     640.00        .00   0        .00
 0        .00     .00       .00        .00        .00   0        .00
 0        .00     .00       .00        .00        .00   0        .00

Deduction                   Amount         Deduction                   Amount
    1  PENSION                 5.00             3  UNITED WAY             4.00
    5  UNION DUES              7.00             6  DEDUCTION 6            6.00
    0                           .00             0                         .00
    0                           .00             0                         .00


      Gross  Deduction    Federal       FICA      State      Local        Net
     640.00      22.00      83.96      48.96      34.14        .00     450.94


 OK to VOID? (Y/N)
```

Enter **Y** if this is the correct entry you wish to void. Or enter **N** to leave it alone.

6 You are returned to Step 4 where you can select another sequence to void or **Esc** to end this procedure.

7 After you select **2** to change entries, the computer displays:

```
DS06101          Change Payroll            ABC LUMBER COMPANY

Select Employee (Number or Name):

                                  <Up Arrow> = Search
```

Select the employee using the standard search and select routine.

8 After you select the employee needing a change, the computer displays:

```
DS06101          Change Payroll            ABC LUMBER COMPANY

Employee Number:     2400   DENVER/JOHN

Line    Sequence     Reg Pay      Ovt Pay    Other Pay        Total

  1         159       640.00                                640.00









Select Line Number :    0
```

Enter the line number of the entry needing a change.

9 The computer displays the selected payroll detail. For example:

```
DS06101     Change Payroll    ABC LUMBER COMPANY
Rev8.0.0                                                PT    ST
       Employee Number              2400   1 SALARIES DEPT2    MO 12 WK  1
                 Name            DENVER/JOHN                  Batch  PR0810AA
                                                              Date   mm/dd/yy


DP    Rate/Sal Reg-Hrs   Ot-Hrs   Reg-Earn    Ot-Earn  -------- Oth-Pay --------
 1       16.00   40.00 H    .00     640.00        .00   0        .00
 0         .00     .00      .00        .00        .00   0        .00
 0         .00     .00      .00        .00        .00   0        .00

Deduction                    Amount         Deduction                    Amount
    1  PENSION                 5.00             3  UNITED WAY              4.00
    5  UNION DUES              7.00             6  DEDUCTION 6             6.00
    0                           .00             0                          .00
    0                           .00             0                          .00


      Gross  Deduction    Federal       Fica      State      Local        Net
     640.00      22.00      83.96      48.96      34.14        .00       450.94


<UpA> = Display Totals Line
```

The cursor is positioned at DP (department). Either enter the correct department, **Tab** to leave unchanged, press the up arrow to display the totals line (go to Step 11), or **Esc** to return to Step 7 to select another employee.

10 You can change any of the following fields:

DP (department)
Rate/Salary
Reg Hrs
OT Hrs
Other Pay
Deduction/Amount

11 When you are done changing fields, the computer asks:

```


 <Ent>=Accept   <Esc>=Reject  (D)=Deductions  (T)=Taxes  (H)=Hand Check
```

You have the following options:

<Ent>=Accept	Accept this entry and resulting deductions and withholdings. Go to Step 12.
<Esc>=Reject	Reject this entry. Go to Step 12.
<D>=Deductions	Change the deductions.
<T>=Taxes	Adjust the taxes as displayed. You can enter the amounts for federal, FICA, state, and local taxes to be withheld. Be careful not the press **Enter** if you wish to keep the amount the same. Enter will zero out the field. Press **Tab** instead to leave the amount unchanged.
<H>=Handcheck	Enter handcheck information. In the upper right hand corner of the screen, the computer asks: **Hand Check**

If already paid by handcheck, enter the check number used for this employee. The computer will not print a computer check for this employee because a hand check was processed. It will, however, appear on the check register and other payroll report for this batch.

12 After accepting the entry, it is changed in the batch. If you reject the entry, it will not be changed. Then you can select the next employee to change. Repeat these steps for each timecard that needs to be changed.

13 Print another Edit List to check the changes.

STEP 6 Print Payroll Checks

Make sure you have checks loaded in the printer. Line them up to the tear bar. Also be sure you have the correct check printing program in the Payroll Variable File, Check Printing Options. See Section 3, Payroll Variable File, Check Printing Options.

The act of printing checks does not update payroll files, employees, or General Ledger entries. Printing checks is used to assign check numbers and print the physical check. Therefore, checks can be printed as many times as needed in case of a paper jam, operator error, and so forth. It is extremely important to keep track manually of all printed checks, usable and non-usable.

Checks will be printed for the current batch.

1 From the **Enter Payroll Data Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2 Then select **7** for **Print Payroll Checks**.

3 The computer displays:

```
DS06604N     Print Payroll Checks     ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.2                                                         Port  36
                                                                 Store 01

    1. Input Parameters

          Batch Number                        PR0810AA
          Beginning Check Number                     0
          Check/Report Date                      81000
          Paid Thru Date                         81000
          Beginning Employee Number                  0
          Ending    Employee Number            9999999









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

You must provide the beginning check number so enter **1** for **Input Parameters**.

4 The cursor moves to **Batch Number**. Press **Tab** to accept the displayed batch (or change if needed).

5 **Beginning Check Number**

The computer will not print on the first check in the printer, so enter the check number pre-printed on the second check as the beginning check number. The check number can be up to 7 digits long.

6 **Check/Report Date**

The current system date is displayed. If you wish to accept it, press **Tab**. Or enter the date you wish to appear on each check.

7 **Paid Thru Date**

The current system is also displayed here. Press **Tab** to accept it or enter the date through which this payroll is paid. For example, you may cut off payroll on the 10th and pay on the 15th.

8 **Beginning Employee Number 0**

Enter the beginning employee number you wish to print or **Tab** to begin with the first employee in the batch.

9 **Ending Employee Number 9999999**

Enter the ending employee number or **Tab** to print all remaining employees in the batch.

10 Print the checks using normal report printing procedures.

STEP 7 Print Direct Deposit Summaries

If you are using the Payroll Direct Deposit option, this step prints a summary of the direct deposits generated for this payroll. Refer to Appendix C, Direct Deposits, for more information.

STEP 8 Print Check Register

This report shows the detail from the current batch of checks just printed. You must print this report after printing checks and before updating payroll and G/L entries and check for accuracy.

There are 3 parts to this report: Check Register (for each employee), Totals (general and by department), and Deductions (one page per code).

1 From the **Enter Payroll Data Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2 Then select **9** for **Print Check Register**.

3 The computer displays:

```
DS06104      Payroll Check Register    ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.1                                                           Port  36
                                                                   Store 01

    1. Input Parameters

          Batch Number                                      PR0810AA
          Number of Copies                                         1
          Report Date                                         mmddyy
          Print in  1)Employee Order,  2)Check Order               1
          New Page for Each Deduction/Other Pay Type?              Y
          Store Number  (0=All)                                    0




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print a hard copy of this report using normal report printing procedures.

Batch Number — The batch identification stays the same as you entered when setting up the batch.

Print in 1) Employee Order 2) Check Order — Enter **1** to print this report in employee number order or **2** to print in check number order.

New Page for Each Deduction/Other Pay Type? — Enter **Y** if you wish to begin a new page for each deduction and other pay type, **N** if not.

SAMPLE CHECK REGISTER
Page 1

```
mm/dd/yy                PAYROLL CHECK REGISTER                    ABC LUMBER COMPANY                          DS06104
14:27:00                                                                                                      PAGE 0001

-------------------------------------------------------------------------------------------------------------------------
BATCH: PR0810AA    STORE: 1  PERIOD: 12  WEEK: 1  PAID THRU: 081000  CK DATE: 081000  BANK: 1
-------------------------------------------------------------------------------------------------------------------------

 EMP-NO NAME                                GROSS   DEDUCTION     FEDERAL        FICA     STATE     LOCAL          NET     CK-NO
      DEPT            RATE/SAL  REG-HRS     OT-HRS    REG-EARN     OT-EARN    ------- OTHER-PAY -------

-------------------------------------------------------------------------------------------------------------------------
   2400 DENVER/JOHN                        640.00       22.00       83.96       48.96     34.14       .00       450.94       801
        1                16.00    40.00   H              640.00
      1 PENSION           5.00   3 UNITED WAY        4.00   5 UNION DUES        7.00   6 DEDUCTION 6       6.00
-------------------------------------------------------------------------------------------------------------------------
   6000 RAITT/BONNIE                      4000.00       15.00      991.73      306.00    306.25       .00      2381.02       802
        2              4000.00           H             4000.00
      3 UNITED WAY      10.00   4 CREDIT UNION      5.00
-------------------------------------------------------------------------------------------------------------------------
```

Page 2

```
mm/dd/yy                PAYROLL CHECK REGISTER                    ABC LUMBER COMPANY                          DS06104
14:27:00                                                                                                      PAGE 0002


DPT  DESCRIPTION          NUM     REG-HRS       OT-HRS     REG-EARN      OT-EARN    OTHER-PAY       GROSS       G/L NO      PROOF

 01  SALARIES DEPT2         1       40.00          .00       640.00          .00          .00       640.00      5112.00
 02  SALARIES DEPT2         1         .00          .00      4000.00          .00          .00      4000.00      5112.00

     TOTALS                 2       40.00          .00      4640.00          .00          .00      4640.00                  .00

     FEDERAL TAX                  1075.69      2310.01
     SS FICA TAX                   287.68      2310.01
     MEDICARE TX                    67.28      2310.01
     WISCONSIN                      34.14      2321.02
     MINNESOTA                     306.25      2322.00
       TOTAL TAX                  1771.04
```

Page 3

```
mm/dd/yy                PAYROLL CHECK REGISTER                    ABC LUMBER COMPANY                        DS06104
14:27:00                                                                                                    PAGE 0004

     TOTAL OTHER PAY             .00                NO OF CHECKS    2   HAND CHECKS    0   VOIDS      0
```

Page 4

```
mm/dd/yy                01 PENSION                                ABC LUMBER COMPANY                        DS06104
14:27:00                                                                                                    PAGE 0005

 EMP-NO      SOC-SEC-NUM      EMP-NAME                          AMOUNT       STR  DEPT   DESCRIPION

0002400      455-12-3221      DENVER/JOHN                         5.00        1    01    SALARIES DEPT2

                                   DEDUCTION TOTALS              5.00
```

Page 5

```
mm/dd/yy                04 CREDIT UNION                           ABC LUMBER COMPANY                        DS06104
14:27:00                                                                                                    PAGE 0006

 EMP-NO      SOC-SEC-NUM      EMP-NAME                          AMOUNT       STR  DEPT   DESCRIPION

0006000      545-82-6542      RAITT/BONNIE                        5.00        2    02    SALARIES DEPT2

                                   DEDUCTION TOTALS              5.00
```

STEP 9 Print Current Workers Comp Report

This report shows workers compensation detail from the batch of checks just printed. It includes the following information for each comp code:

- Workers comp code and description
- Regular earnings
- Overtime portion
- Exempt amount
- Gross
- Workers comp total
- Rate
- Limit
- Amount

1. From the **Enter Payroll Data Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.
2. Then select **10** for **Print Current Workers Comp Report.**
3. The computer displays:

```
DS06105      Workers Compensation Report    ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.0.0                                                           Port  36
                                                                   Store 01

    1. Input Parameters

          Batch Number                PR0810AA
          Number of Copies                 1
          Report Date                 mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE WORKERS COMP REPORT

```
08/10/00                 WORKERS COMPENSATION REPORT                 ABC LUMBER COMPANY                          DS06105
14:40:55                                                                                                          PAGE 0001

CD  DESC              REG-EARN   OT-PORTION      OTH-PAY       EXEMPT        GROSS     WC-TOTAL       RATE      LIMIT      AMOUNT

01  STORE EMPLOYEES    640.00          .00          .00          .00       640.00       640.00    4.50000     100.00       28.80
02  YARD EMPLOYEES     4000.00         .00          .00          .00      4000.00      4000.00   10.25000     150.00      150.00

    GRAND TOTAL        4640.00         .00          .00          .00      4640.00      4640.00                250.00      178.80
```

STEP 10 Send Direct Deposit to Bank

If you are using the Payroll Direct Deposit option, this step sends the direct deposit information to the appropriate bank(s). Refer to Appendix C, Direct Deposits, for more information.

STEP 11 Update Payroll and G/L to GPOST

Make sure that all information on the Check Register is correct. You cannot void payroll input once this step is executed. If you find something was incorrect after the update, you must do another new batch and enter negative timecards to back out the mistake, using different check numbers. Then you must re-enter the payroll correctly in another new batch.

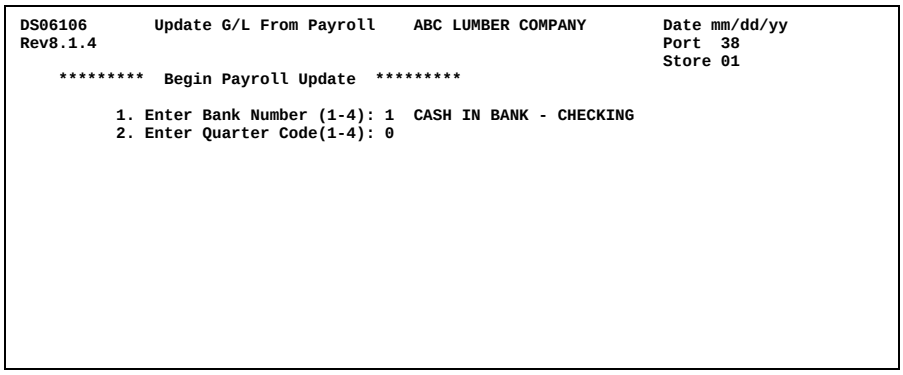
The update process does the following:

- Adds current batch totals (gross, withholdings, deductions, etc.) to each employee's record in the Payroll Master File (PM1.D) according to the quarter you entered. This is very important. What was shown on the Check Register is what is updated to PM1.D and stored as the employee's W-2 data.
- Adds current batch totals to the Yearly Payroll File (PM3.D) for workers compensation purposes and for check history.
- Takes the payroll batch (PRXXXXX) and makes journal entries using a G/L batch (GPXXXXX) into GM3.D (GPOST). The last 8 characters of the batch number remain the same so you know the origination of the batch once it gets over to the General Ledger. Once a batch has been updated, it cannot be added to or changed from the payroll side. You would need to make adjustments with G/L journal entries for the batch GPXXXXX. This would not, however, change any of the information on the payroll side.

1 From the **Enter Payroll Data Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2 Select **12** for **Update Payroll and G/L to GPOST**.

3 The computer displays:


DS06106 Update G/L From Payroll ABC LUMBER COMPANY Date mm/dd/yy
Rev8.1.4 Port 38
Store 01
********* Begin Payroll Update *********
1. Enter Bank Number (1-4): 1 CASH IN BANK - CHECKING
2. Enter Quarter Code(1-4): 0

The cursor is positioned at **Enter Bank Number (1-4).** Enter the bank number used for payroll. Payroll banks are set up in the Payroll Variable File, G/L Integration.

4 **Enter Quarter Code (1-4)**

Enter the appropriate quarter code. This number must match the quarter code indicated in the Payroll Variable File, Basic Payroll Information, or the computer will give you the following error message: **QTR Code does not match Variable File. Fix parameters & try again. <Ent>=Continue.** Press **Enter** to acknowledge the message and return to the **Enter Payroll Data Menu.**

> ☞ **WARNING:** The quarter code in the Variable File must be changed manually after the quarter changes. It does not update automatically.

5 Then the computer displays a message similar to the following:

```
DS06106       Update G/L From Payroll    ABC LUMBER COMPANY        Date mm/dd/yy
Rev8.1.4                                                           Port  36
                                                                   Store 01
    *********  Begin Payroll Update  *********

          1. Enter Bank Number (1-4): 1  CASH IN BANK - CHECKING
          2. Enter Quarter Code(1-4): 3

****    This program will now update the Payroll in Quarter  3    ****

****    This program will now update the G/L to Period Code   12    ****









 Do you wish to continue with the update? (Y/N)
```

Check the quarter and period. Enter **Y** if you are ready to update the payroll and General Ledger files. Or enter **N** to not update and return to the previous menu.

6 The computer begins the update and displays:

```
DS06106       Update G/L From Payroll    ABC LUMBER COMPANY        Date mm/dd/yy
Rev8.1.4                                                           Port  36
                                                                   Store 01
    *********  Begin Payroll Update  *********

          1. Enter Bank Number (1-4): 1  CASH IN BANK - CHECKING
          2. Enter Quarter Code(1-4): 3

****    This program will now update the Payroll in Quarter  3    ****

****    This program will now update the G/L to Period Code   12    ****


The following is now being done

         Totals are being added to the Master Payroll file

         Transactions are being added to the Yearly Payroll File

         The General Ledger totals are now being added up

         Payroll General Ledger entries are now being added to GM3.D

 End of Payroll Update    <Ent>=Continue
```

Press **Enter** to acknowledge this message. You are returned to the **Enter Payroll Data Menu**.

STEP 12 Print the G/L Entries Report (GPOST)

Print this report to check the General Ledger entries generated by the update process. This information comes from the GPOST file (GM3.D).

This report includes the sequence number, store number, period (month) code, journal, date of update, reference number, description of transaction, G/L account number, and debit/credit information.

1 From the **Enter Payroll Data Menu**, select **13** for **Print G/L Entries**.

2 The computer displays:

```
DS01105      Gpost Entries       ABC LUMBER COMPANY              Date mm/dd/yy
Rev9.0.3                                                         Port  36
                                                                 Store 01

    1. Input Parameters

          Batch                                GP0810AA
          Number of Copies                            1
          Report Date                            mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print a hard copy of this report.

BATCH The batch code has now been changed from "**PR_____**" to "**GP_____,**" indicating the batch has been updated to the General Ledger.

3 Review the report. Make sure the proof is zero and the G/L numbers are valid.

SAMPLE G/L ENTRIES (GPOST)

```
mm/dd/yy       BATCH: GP0810AA     GPOST ENTRIES                  ABC LUMBER COMPANY                                  DS01105
14:55:34                                                                                                              PAGE 0001

SEQ    CTRL PC JL   DATE      REF NO SOURCE DESCRIPTION         ACCT NO   ACCT DESCRIPTION                 DEBIT          CREDIT

    1213  1 12 7A 08/10/00           P/R AUTOMATIC             1120.01 CASH IN BANK - CHECKING                          2831.96
    1214  1 12                                                 2310.01 EMPLOYEE WITHHOLDING - FED & F                    181.88
    1215  1 12                                                 2310.02 EMPLOYEE WITHHOLDING - FED & F                   1603.73
    1216  1 12                                                 2321.01 STATE W/H TAXES PAYABLE                            34.14
    1217  1 12 7A 08/10/00                                     2321.02 STATE W/H TAXES PAYABLE                           306.25
    1218  1 12 7A 08/10/00                                     2606.01 DEDUCTION TYPE 6 W/H PAYABLE                        6.00
    1219  1 12 7A 08/10/00                                     2601.00 PENSION W/H PAYABLE                                 5.00
    1220  1 12 7A 08/10/00                                     2603.01 UNITED WAY W/H PAYABLE                              4.00
    1221  1 12 7A 08/10/00           P/R AUTOMATIC             2603.02 UNITED WAY W/H PAYABLE                             10.00
    1222  1 12                                                 2604.02 CREDIT UNION WITHHOLDING PAYAB                      5.00
    1223  1 12 7A 08/10/00                                     2605.00 UNION DUES WITHHOLDING                              7.00
    1224  1 12 7A 08/10/00                                     5112.01 SALARIES – YARD & WAREHOUSE       640.00
    1225  1 12 7A 08/10/00           P/R AUTOMATIC             5112.02 SALARIES - YARD & WAREHOUSE      4000.00
    1226  1 12 7A 08/10/00                                     5230.01 EMPLOYER FICA EXPENSE              48.96
    1227  1 12 7A 08/10/00           P/R AUTOMATIC             5230.02 EMPLOYER FICA EXPENSE             306.00


                                                                                  TOTAL             4,994.96        4,994.96


                                                                                  PROOF                 .00
```

STEP 13 File the Reports

Gather all reports generated from this payroll batch and put them all in a payroll binder.

NOTES:

Part 3: Search for & Select an Employee

PURPOSE: Use this procedure to search for and select an employee by number or name. This routine is found in many places throughout the system wherever you are required to select an employee including Maintain Deduction Codes and Process Payroll.

PROCEDURE:

1 When you enter a program requiring an employee selection, the computer displays:

```
DS06050     Enter/Edit Payroll Deductions   ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.1                                                          Port  38
Select Employee (Number or Name):                                 STORE 01

                                <Up Arrow> = Search
```

The cursor is positioned at **Select Employee (Number or Name)**. You can do one of the following options:

Enter an employee number to look for an exact match — If you know the employee number, enter it and press **Enter**. If the computer finds the selected employee, continue with the program. If the computer does not find the employee, the following message is displayed:

```
  6600 Not Found  (PM1)
```

Press **Enter** to acknowledge this message and try again.

Enter part or all of an employee name — This displays a list of employees in alphabetical order starting with the name you entered. You are now in the search mode. Go to Step 2.

Press an up arrow (▲) — Displays employees alphabetically from the beginning of the file.

Enter the account number and press ▲ — Displays employees numerically starting from the number(s) you entered.

Press Esc — Press **Esc** to end this option and return to the previous menu.

2 Once you have displayed some employees in the search mode, the screen displays:

```
DS06050     Enter/Edit Payroll Deductions   ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.1                                                          Port  38
Select Employee (Number or Name):                                 STORE 01

 <Ret>=Select  <Up/Down Arrow>=Scroll   (.)=Page Down  (,)=Page Up   <Esc>=Exit
 L# <Ret> = Select

L#
 1     100 ADAMS/SUE               34 S. WILLOW          ANYTOWN, USA
 2    1800 BROOKS/GARTH            100 SHAMELESS ROAD    ROPIN', WI
 3    2400 DENVER/JOHN             600 ROCKY MOUNTAIN DR COUNTRY ROADS, WI
 4    3200 IDOL/BILLY              605 EYES WITHOUT A FA REBEL YELL, MN
 5    4000 LENNON/JOHN             900 INSTANT KARMA RD. STRAWBERRY FIELDS, WI
 6    5000 NELSON/WILLIE           730 HARRIET AVE       SHOREVIEW, MN
 7    6000 RAITT/BONNIE            450 TALK ABOUT DRIVE  COUNTRY, WI
```

The computer displays up to 15 employees at a time, with a corresponding line number. The cursor is positioned at **Enter Employee (Number or Name)**. The employee with the closest match will be the first employee highlighted on line 1 (**L#**). You have the following options:

<Ent>=Select — Press **Enter** to select the highlighted employee. Continue with the program.

<Up/Dn Arrow>=Scroll — Press the up or down arrow to scroll through the displayed list.

(.)=Page Down — Allows you to page down, using the last employee displayed as the first employee of the new display. Depending on the keyboard, there are several ways of paging down:

- All keyboards — Press the period (**.**) and **Enter**
- IBM 3151 — Press **Home**
- Wyse terminals — Press **PAGE**

- PCs & monitors — Press **Page Down**

(,)=Page Up — Allows you to page up, using the first employee displayed as the last employee of the new display. Depending on the keyboard, there are several ways of paging up:

- All keyboards — Press the comma (**,**) and **Enter**
- IBM 3151 — Press **Shift-Home**
- Wyse terminals — Press **Shift-PAGE**

- PCs & monitors — Press **Page Up**

<Esc>=Exit — Press **Esc** to end this routine and return to the previous menu.

L# <Ent>=Select — Enter the line number from the left column to select a specific employee.

Enter another name or number to go to another area of the employee list — To quickly go to another area of the employee list, enter the letter(s) or number(s) and press **Enter** as in Step 1.

3 Depending on which program you are using, continue as instructed on the screen.

NOTES:

Part 4: Void Checks

PURPOSE: There are two different ways to void a payroll depending on whether the payroll batch has been updated. This procedure explains both methods. This works for both computer printed checks and hand checks.

PROCEDURE: BATCH HAS NOT BEEN UPDATED

1. After checks have been printed but before the batch is updated, you can use **Void/Change Payroll Input** to change an employee's check (hours, rate, other pay, deductions, taxes) or void it completely from the batch. Depending on the error on the check, the employee's record in the Employee Master File (PM1.D) might need to be adjusted (number of exemptions, federal withholding addon, rate/salary, etc.). Then return to **Enter Payroll Data** using the same batch code and enter the timecard again.
2. Print the Edit List again and check for accuracy.
3. Print a new payroll check. The computer uses the check number of the last check printed.
4. If the checks are all correct, finish the batch by updating it and printing the remaining reports.

PROCEDURE: BATCH HAS BEEN UPDATED

1. After a batch has been updated, it is more involved to void a check. First you must create a new payroll batch. Use a batch code that indicates this is a correction batch.
2. Enter a timecard with negative hours or salary to back out the incorrect amount.
3. Print an Edit List. Be sure to check the edit list carefully to make sure all amounts, gross pay, deductions, taxes, net pay, and so forth are the same as the first check, but negative. Sometimes when the program calculates a negative check, it rounds a little differently than the original check. If there are any differences, correct them using **Void/Change Payroll Input.**
4. Print a check to plain paper or enter as a hand check. **WARNING**: DO NOT USE THE SAME CHECK NUMBER . Use a bogus check number such as the original check number preceded by a "9". For example:

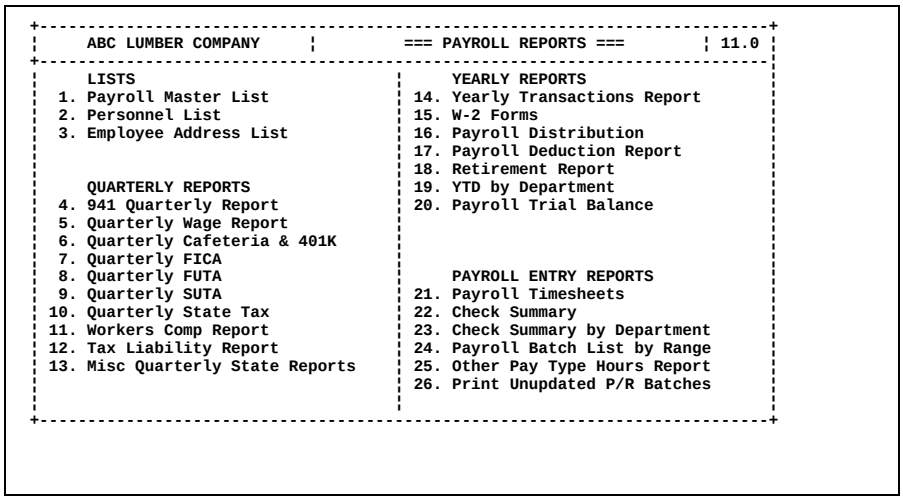
   Original check number: **4556**
   "Void" check number: **94556**

5. When the negative check is correct, print all reports and update the "void" batch.
6. Create a new payroll batch, enter the employee's data again, and re-issue the check. Be sure to use a different check number from the original and void checks.

NOTES:

SECTION 2: Payroll Reports

This section contains payroll reports. When you select **Payroll Reports** from the **Payroll Menu**, another menu is displayed:



Each menu selection goes to a print program or another submenu of report selections. The following section is organized according to this menu and its submenus. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

How to Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.
- And finally, there is a sample report.

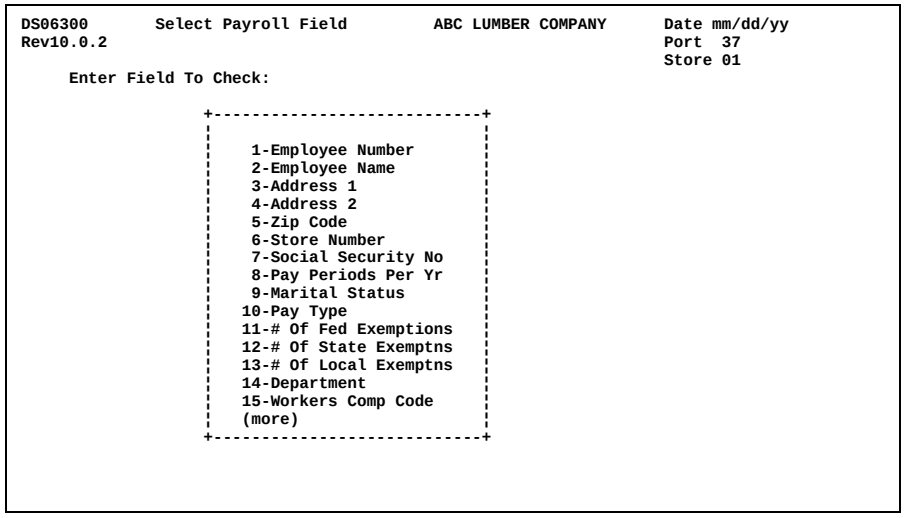
Select Optional Fields

On most sales reports, there is an input parameter called **Select Optional Fields** which is a useful tool that allows you to customize the report. It allows you to further specify which employee data to print by selecting a certain field and entering a value to compare to print (or not print) if a match is found or a range to print (or not print). For example, you might want to print an employee list only for employees in a certain department or only those who are paid hourly. Or you may wish to print a list showing a range of zip codes for a particular area or employees except for a certain zip code range. Since this parameter works the same for all payroll reports containing it, its function and use is described here.

To Use the SELECT OPTIONAL FIELD

1 If you wish to use this feature to customize the report, enter **Y** at **Select Optional Field** while you are entering the input parameters.

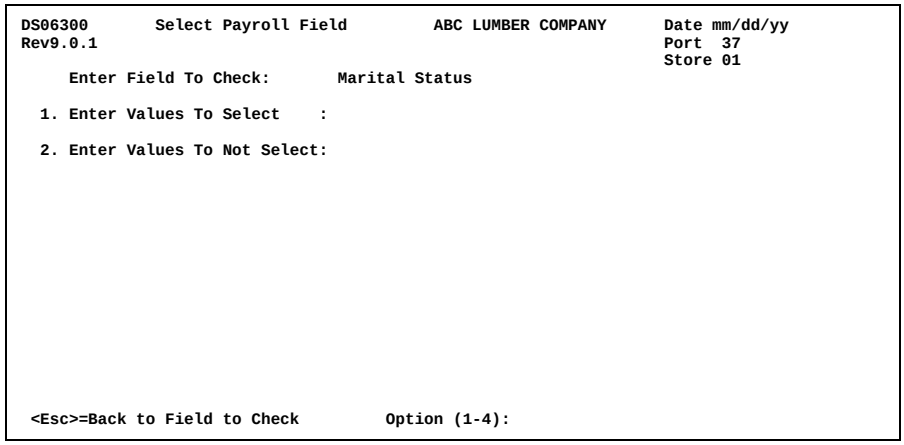
2 The computer displays:



The cursor is positioned at **Enter Field To Check**. You can do one of three options:

- Enter the field number from the Payroll Master File (PM1.D) you wish to use for comparison. The corresponding field names are also displayed. For example **10 Pay Type**.
- If you need to see more fields, use the up and down arrows. Press **Enter** when the desired field is highlighted.
- Press **Esc** to go back to the input parameters screen to change them or continue printing the report.

3 After selecting a field above, the corresponding field name is displayed and the computer displays more options. Depending on the type of field, the computer displays one of the following screens:


DS06300 Select Payroll Field ABC LUMBER COMPANY Date mm/dd/yy
Rev9.0.1 Port 37
Store 01
Enter Field To Check: Marital Status
1. Enter Values To Select :
2. Enter Values To Not Select:
<Esc>=Back to Field to Check Option (1-4):

Or:

```
DS06300       Select Payroll Field         ABC LUMBER COMPANY      Date mm/dd/yy
Rev9.0.1                                                           Port  37
                                                                   Store 01
     Enter Field To Check:       Hire Date

  1. Enter Values To Select    :

  2. Enter Values To Not Select:

  3. Enter Range To Select      Beginning Value:
                                Ending    Value:

  4. Enter Range To Not Select  Beginning Value:
                                Ending    Value:




 <Esc>=Back to Field to Check         Option (1-4):
```

Press **Esc** to go back to Step 2 to select another field or enter one of the displayed options:

1. Enter Values To Select

a. According to the field you selected in Step 2, enter the value to match and print. For example, you selected field #10, **Pay Type**, and wish to print only employees with pay type 2. Enter **1**.
b. You can enter up to 5 different values to match. For example, you selected field #14, **Department**, and wish to print only employees in departments 1, 3, and 4. Enter **1**, **3**, **and 4**, pressing **Enter** between each entry.
c. When you are done entering values, press **Enter** to go to Step 4.

2. Enter Values To Not Select

a. According to the field you selected in Step 2, enter the value to match and thereby not print. For example, you selected field #10, **Pay Type**, and wish to print all employees with pay types other than 3. Enter **3**.
b. You can also enter up to 5 different values to match and not print.
c. When you are done entering values, press **Enter** to go to Step 4.

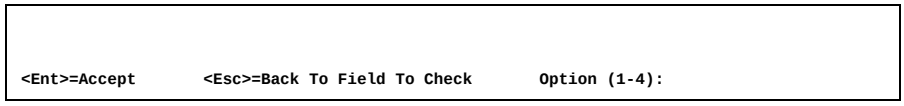
3. Enter Range To Select Beginning Value :
Ending Value :

a. According to the field you selected in Step 2, enter a beginning and ending value to match and print. For example, you selected field #10, **Hire Date**, and wish to print a list of all employees with a hire date beginning with January and ending in July. Enter **0101yy** for the beginning value and **0731yy** for the ending value (yy=year).
b. You can enter up to 30 characters (alpha-numeric) for the beginning and ending values if you selected an alpha-numeric field.
c. When you are done entering values, press **Enter** to go to Step 4.

4. Enter Range To Not Select Beginning Value :
Ending Value :

a. According to the field you selected in Step 2, enter a beginning and ending value to match and thereby not print.
b. You can enter up to 30 characters (alpha-numeric) for the beginning and ending values if you selected an alpha-numeric field.
c. When you are done entering values, press **Enter** to go to Step 4.

4 After setting up the option with its values, the computer asks at the bottom of the screen:



You have the following options:

- Press **Enter** to accept the option and the value(s) you entered in Step 3. The selection is not effective until it is accepted. As you accept it, the computer displays in the upper right hand corner:

  ***** 1 OPTION SELECTED *****

  Continue to Step 5

- Press **Esc** to reject the entry and return to Step 2 to select another field to check or go back to the report input parameters.
- Enter another option (1-4). This rejects the current entry and returns to Step 3 to select another option.

5 After accepting the entry, you are returned to Step 2. You can select up to 10 fields all together, thereby designing a very specific report.

6 When you are done selecting options and values, press **Esc** to go back to the report input parameters when the computer gives you that option (see Step 2). The number of options you selected will be displayed next the **Select Optional Field (Y/N)**. You can then print the report using standard print procedures.

☞ **NOTE:** The heading of the report will indicate what options and values were selected and/or excluded.

Lists

1. Payroll Master List

This report shows a list of employee information entered in PM1.D showing the following on 5 different lines:

Line 1

Employee number
Employee name
Social Security number
Address 1 & 2 / zip code
Store number
Rate / salary

Line 2

Birth date
Hire date
Termination date
# of pay periods per year
Marital status
Pay type (salary/hourly)
Department
Workers comp code
# of federal exemptions
# of state exemptions
# of local exemptions
State tax code
Local tax code
Federal W/H addon amount
State W/H addon amount
Local W/H addon amount
Total deductions

Line 3 (may have multiple lines depending on how many deductions per employee - up to 6)

Deduction code
Deduction frequency
Deduction amount
Deduction limit
Deduction total

Quarterly (one line for each quarter)
- Earnings (regular + overtime + other)
- Federal W/H
- State W/H
- Local W/H

Regular hours
Overtime hours
Regular earnings
Overtime earnings

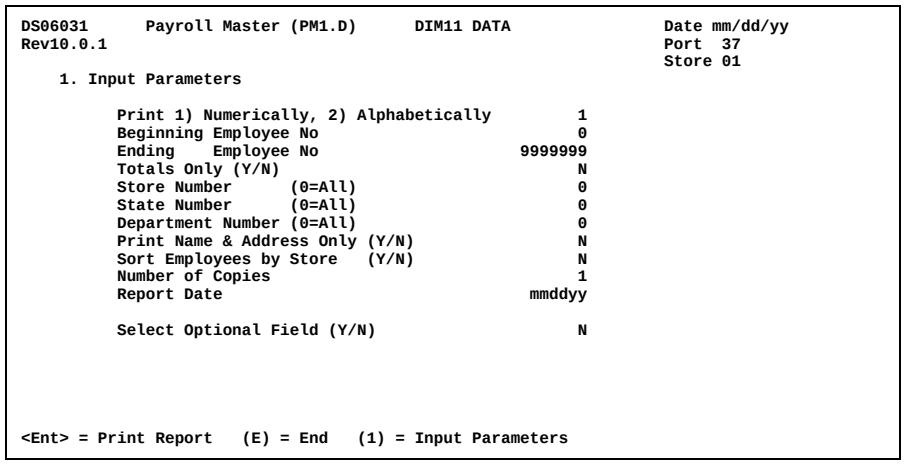
Line 4

Other pay 1-8
Total all other pay

Line 5

Phone number
Last raise date
Vacation taken

The grand totals for the report show a recap by quarter of line 3 information and a count of active and terminated employees. Print this report to check employee information.


DS06031 Payroll Master (PM1.D) DIM11 DATA Date mm/dd/yy
Rev10.0.1 Port 37
Store 01
1. Input Parameters
Print 1) Numerically, 2) Alphabetically 1
Beginning Employee No 0
Ending Employee No 9999999
Totals Only (Y/N) N
Store Number (0=All) 0
State Number (0=All) 0
Department Number (0=All) 0
Print Name & Address Only (Y/N) N
Sort Employees by Store (Y/N) N
Number of Copies 1
Report Date mmddyy
Select Optional Field (Y/N) N
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Totals Only (Y/N)

Enter **Y** to print the report totals only. This option will print the following figures by quarter, totaled for all employees:

Earnings
Regular hours
Overtime hours
Federal withholding
FICA withholding
State withholding
Local withholding
Regular earnings
Overtime earnings

Or enter **N** to print all detail showing each employee within the specified range.

State Number (0=All)

Enter the state number you wish to include on the report. Or enter **0** to include all states.

Department Number (0=All)

Enter the department number you wish to include on the report. Or enter **0** to include all departments.

Print Name & Address Only (Y/N)

Enter **Y** to print the name and address information for each specified employee only (employee number, termination code, employee name, address 1 and 2, zip code, phone number, store number, and social security number. Or enter **N** to include the financial data for each employee (see Sample Payroll Master List, Totals Only=N).

Sort Employees By Store (Y/N)

Enter **Y** if you wish to sort and print employees by store, **N** if not.

SAMPLE PAYROLL MASTER LIST
Totals Only = N

```
mm/dd/yy                PAYROLL MASTER DATA (PM1.D)                ABC COMPANY                                    DS06031
16:16:46                                                                                                          PAGE 0001

1 EMP NO  NAME                          SOC-SEC-NO   ADDRESS 1              ADDRESS 2              ZIP CODE   ST   RATE/SAL
2   M/F    BORN   HIRED    TERM PER MAR-STA PAY-TYP DEPT WCC F-EX S-EX L-EX STC LTC    FED-ADD      ST-ADD     LOC-ADD     TOT-DED
3 CD FREQ   DED-AMT  DED-LIM    DED-TOT  QTR-EARN   QTR-FED  QTR-FICA    QTR-ST   QTR-LOC  QTR-RHRS  QTR-OHRS  QTR-RERN  QTR-OERN
4                                        OPAY-1     OPAY-2    OPAY-3     OPAY-4    OPAY-5    OPAY-6    OPAY-7    OPAY-8  TOT-OPAY
5           PHONE      RAISE    VACATION

1       1 NUMERO UNO                    123-45-6789  123 4TH ST             HOMETOWN, USA            12345       1     10.00
2    F    10151   81598       0  26    S       H      1    1   1    1    1   10   0        .00         .00         .00      135.00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                       925.00    107.88     70.76     58.86       .00     80.00       .00    800.00       .00
3                                      2520.00    285.39    192.78     68.79       .00    240.00      8.00   2400.00    120.00
4                                        25.00    100.00                                                              125.00

1    1800 BROOKS/GARTH                  474-92-6211  100 SHAMELESS ROAD     ROPIN', WI               65432       1     12.00
2    M    92559       0       0  26    M       H      2    2   3    3    0    1   0        .00         .00         .00      480.00
3  3 Y       100.00 10000.00     300.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  4 YYYYY    50.00  5000.00     150.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  5 YYYYY    10.00   200.00      30.00    960.00     60.06     73.44     40.55       .00     80.00       .00    960.00       .00
3                                       1992.00    130.92    152.38     52.14       .00    160.00      4.00   1920.00     72.00
5        715-555-1212   31595        8.00

1    2400 DENVER/JOHN                   455-12-3221  600 ROCKY MOUNTAIN DR.    COUNTRY ROADS, WI        66621       1     16.00
2    M    63055   31194       0  26    S       H      1    1   0    0    0    1   0       4.00        4.00         .00       66.00
3  1 YYYYY     5.00   600.00      15.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  3 YYYYY     4.00   500.00      12.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  5 YYYYY     7.00   700.00      21.00   1280.00    211.21     97.54     95.35       .00     80.00       .00   1280.00       .00
3  6 YNYNY     6.00   600.00      18.00   1920.00    295.17    146.12     70.87       .00    120.00       .00   1920.00       .00
5        715-882-0694   91594       16.00

1    3200 IDOL/BILLY                    990-89-3131  605 EYES WITHOUT A FACE   REBEL YELL, MN           55408       1     22.00
2    M    71162   31088       0  26    S       H      1    1   4    4    0    1   0       4.00        4.00         .00       30.00
3  2 Y       10.00   200.00      30.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  4 NNYYY    20.00  1000.00                .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                       2007.50    297.20    152.81    130.66       .00     80.00      7.50   1760.00    247.50
3                                       2640.00    287.60    201.20     70.35       .00    120.00       .00   2640.00       .00
5        612-927-6559               24.00

1    3800 HEAD/POTATO                   987-65-4321                                                              1     10.00
2    M        0   10198   12798   0    M       H      1    0   0    0    0    0   0        .00         .00         .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00

1    4000 LENNON/JOHN                   551-89-1122  900 INSTANT KARMA RD.     STRAWBERRY FIELDS, WI    55420       1     25.00
2    M    71149       0   11598  26    M       H      1    1   1    1    0    1   0      50.00       40.00         .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                          .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                       5000.00   1185.56    382.50    404.38       .00       .00       .00   5000.00       .00
5        715-666-5544   81195       32.00

1    5000 NELSON/WILLIE                 474-90-1230  730 HARRIET AVE           SHOREVIEW, MN            55107       1     20.00
2       110395   10195       0  26    M       H      1    1   2    2    0    1   2      10.00        5.00         .00       45.00
3  1 YYYYY    10.00   300.00      30.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  2 YYYYY     5.00   100.00      15.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                       2025.00    243.68    153.77    132.68    100.75       .00       .00   2000.00       .00
3                                       3600.00    419.51    273.49    153.75     99.50     80.00       .00   3600.00       .00
4                                        25.00                                                                       25.00
5        612-483-8599   61595       11.00

1    6000 RAITT/BONNIE                  545-82-6542  450 TALK ABOUT DRIVE      COUNTRY, WI              33341       1     24.00
2       41258   41192       0  26    S       H      2    2   1    1    0    1   0        .00         .00         .00       45.00
3  3 YYYYY    10.00   600.00      30.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3  4 YNYNY     5.00   400.00      15.00       .00       .00       .00       .00       .00       .00       .00       .00       .00
3                                       4000.00    991.73    306.00    297.17       .00       .00       .00   4000.00       .00
3                                       6320.00   1474.46    483.48    364.04       .00     88.00       .00   6320.00       .00
5        715-665-1224   61495       16.00


             EARNINGS    REG-HOURS     OT-HOURS   FEDERAL-WH      FICA-WH     STATE-WH     LOCAL-WH     REG-EARN      OT-EARN

QUARTER 1         .00          .00          .00          .00          .00          .00          .00          .00          .00
QUARTER 2         .00          .00          .00          .00          .00          .00          .00          .00          .00
QUARTER 3    11197.50       320.00         7.50      1911.76       854.32       755.27       100.75     10800.00       247.50
QUARTER 4    23992.00       808.00        12.00      4078.61      1831.95      1184.32        99.50     23800.00       192.00

TOTALS       35189.50      1128.00        19.50      5990.37      2686.27      1939.59       200.25     34600.00       439.50


ACTIVE     EMPLOYEES         6
TERMINATED EMPLOYEES         2
TOTAL      EMPLOYEES         8
```

2. Personnel List

This report shows a list of employees showing the following information:

Line 1

Employee name and number
Store number
Marital status
Pay type (hourly, salary, terminated)
Social Security number
State code
Birth date
Hire date
Termination date
Last raise date
Department code
Deductions (federal, state, local, and total)
Deduction codes

Line 2

Phone number
Address 1 and 2
Zip code
Rate/Salary (only if selected)

This report can be printed in any of the following orders: employee name, employee number, zip code, department, birth date, hire date, termination date, last raise date, area code, and Social Security number.

```
DS06317     Payroll Personnel List      DIM11 DATA                Date mm/dd/yy
Rev11.0.1                                                         Port  37
                                                                  Store 01
    1. Input Parameters
          Report Order:                              1
          Beginning Employee Name
          Ending    Employee Name          ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
          Store Number        (0=All)                0
          State Number        (0=All)                0
          Marital Status  (M,S,A=All)                A
          Pay Type      (H,S,T,A=All)                A
          Print Rate/Salary     (Y/N)                N
          Number Of Copies                           1
          Report Date                           mmddyy
          Select Optional Field (Y/N)                N



             ************  Report Order  ***************
 1) Employee Name       5) Birth Date               8) Last Raise Date
 2) Employee Number     6) Hire Date                9) Area Code
 3) Zip Code            7) Termination Date        10) Social Security #
 4) Department
<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Report Order: Toward the bottom of the screen, a list of report order options is displayed. Enter the number corresponding to the order you wish for this report:

```
           *********** Report Order ************
1) Employee Name       4) Department        7) Termination Date
2) Employee Number     5) Birth Date        8) Last Raise Date
3) Zip Code            6) Hire Date         9) Area Code
```

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Marital Status (M,S,A=All) — Enter **M** to print married employees only, **S** for single, or **A** for all.

Pay Type (H,S,T,A=All) — Enter **H** to print hourly employees only, **S** for salary, **T** for terminated, or **A** for all.

Print Rate/Salary (Y/N) — Enter **Y** if you wish to print the rate/salary of each selected employee, **N** if not.

SAMPLE PERSONNEL LIST

```
mm/dd/yy        PAYROLL PERSONNEL REPORT                    ABC COMPANY                                          DS06317
16:28:50                                                    PRINTED IN NAME ORDER                                PAGE 0001

EMPLOYEE   NAME                          M P   SOCIAL         BIRTH     HIRE     TERM   LST RS DEP   DEDUCTIONS   DEDUCTION CODES
 NUMBER    /ADDRESS                   STR S T SEC NUMBER  ST    DATE     DATE     DATE     DATE CDE  FD ST LC TTL  1  2  3  4  5  6
    1800 BROOKS/GARTH                  1 M H 474-92-6211  1  9/25/59                          3/15/95  2   3  3  0   6  3  4  5  0  0  0
         (715) 555-1212      100 SHAMELESS ROAD            ROPIN', WI                        65432

    2400 DENVER/JOHN                   1 S H 455-12-3221  1  6/30/55  3/11/94                 9/15/94  1   0  0  0   0  1  3  5  6  0  0
         (715) 882-0694      600 ROCKY MOUNTAIN DR.        COUNTRY ROADS, WI                 66621

    3800 HEAD/POTATO                   1 M H 987-65-4321  0           1/01/98  1/27/98                1   0  0  0   0  0  0  0  0  0  0
         (000) 000-0000

    3200 IDOL/BILLY                    1 S H 990-89-3131  1  7/11/62  3/10/88                        1   4  4  0   8  2  4  0  0  0  0
         (612) 927-6559      605 EYES WITHOUT A FACE       REBEL YELL, MN                    55408

    4000 LENNON/JOHN                   1 M H 551-89-1122  1  7/11/49           1/15/98  8/11/95  1   1  1  0   2  0  0  0  0  0  0
         (715) 666-5544      900 INSTANT KARMA RD.         STRAWBERRY FIELDS, WI             55420

    5000 NELSON/WILLIE                 1 M H 474-90-1230  1 11/03/95  1/01/95                 6/15/95  1   2  2  0   4  1  2  0  0  0  0
         (612) 483-8599      730 HARRIET AVE               SHOREVIEW, MN                     55107


       1 NUMERO UNO                    1 S H 123-45-6789 10  1/01/51  8/15/98                        1   1  1  1   3  0  0  0  0  0  0
         (000) 000-0000      123 4TH ST                    HOMETOWN, USA                     12345

    6000 RAITT/BONNIE                  1 S H 545-82-6542  1  4/12/58  4/11/92                 6/14/95  2   1  1  0   2  3  4  0  0  0  0
         (715) 665-1224      450 TALK ABOUT DRIVE          COUNTRY, WI                       33341
```

3. Employee Address List

This report shows a list of the following information:

Employee number
Termination code
Employee name
Address 1 and 2
Zip code
Store number
Social Security number

```
DS06033    Employee Address List         DIM11 DATA              Date mm/dd/yy
Rev10.0.2                                                        Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Employee No            0
          Ending    Employee No     99999999
          Number of Copies                1
          Report Date                   mmddyy









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

SAMPLE EMPLOYEE ADDRESS LIST

```
mm/dd/yy                EMPLOYEE ADDRESS LIST                    ABC COMPANY                                    DS06033
12:52:21                                                                                                        PAGE 0001

 EMP NO T       NAME                    ADDRESS 1              ADDRESS 2             ZIP CODE     PHONE     ST     SS#

      1  NUMERO UNO                  123 4TH ST              HOMETOWN, USA            12345         000-0000  1 123-45-6789
   1800  BROOKS/GARTH                100 SHAMELESS ROAD      ROPIN', WI               65432      715/555-1212  1 474-92-6211
   2400  DENVER/JOHN                 600 ROCKY MOUNTAIN DR.  COUNTRY ROADS, WI        66621      715/882-0694  1 455-12-3221
   3200  IDOL/BILLY                  605 EYES WITHOUT A FACE REBEL YELL, MN           55408      612/927-6559  1 990-89-3131
   3800  HEAD/POTATO                                                                               000-0000  1 987-65-4321
   4000  LENNON/JOHN                 900 INSTANT KARMA RD.   STRAWBERRY FIELDS, WI    55420      715/666-5544  1 551-89-1122
   5000  NELSON/WILLIE               730 HARRIET AVE         SHOREVIEW, MN            55107      612/483-8599  1 474-90-1230
   6000  RAITT/BONNIE                450 TALK ABOUT DRIVE    COUNTRY, WI              33341      715/665-1224  1 545-82-6542



ACTIVE     EMPLOYEES        6
TERMINATED EMPLOYEES        2
TOTAL      EMPLOYEES        8
```

Quarterly Reports

4. 941 Quarterly Report

This report allows you to enter the quarter code (1-4) and quarter ending date you wish to access. The report includes a listing of employees with social security number showing the following information for the selected quarter as well as year-to-date figures:

- Gross wages
- FICA SS wages
- FICA Medicare wages
- FUTA wages
- SUTA wages
- Extra code limit
- Date of new hire this quarter

The grand totals for the report show the following totals by quarter and year-to-date:

- Taxable/nontaxable FICA wages
- Taxable/nontaxable FUTA wages
- Taxable/nontaxable SUTA wages
- Wages over/under extra limit
- Federal W/H
- FICA W/H
- State W/H
- Local W/H
- Total wages paid
- Total number of employees paid

> ☞ **NOTE:** This report will not defer any deferrable deductions (such as the cafeteria plan) from gross wages (FICA, FUTA, or SUTA). Please run the Quarterly FICA report (DS06312) or Quarterly Cafeteria & 401K report (DS06305) to get the correct totals for deferred deductions.

```
S06301      Payroll Quarterly Report        DIM11 DATA           Date mm/dd/yy
Rev10.0.1                                                         Port  37
                                                                  Store 01

    1. Input Parameters

          Quarter Code (1-4)                  1
          Quarter Beg Date (MMDDYY)       10102
          Quarter End Date (MMDDYY)       33102
          Print Options                       3
            1. Quarter Data Only
            2. Yearly  Data Only
            3. Both of Above
          State Number  (0=All)                0
          Store Number  (0=All)                0
          Number of Copies                     1
          Beginning Employee Number            0
          Ending    Employee Number      9999999

  NOTE:  This report will not defer any deferrable deductions (such as the
         Cafeteria Plan) from Gross wages (FICA, FUTA, or SUTA).  Please
         run 'DS06312-FICA Report',  or  'DS06305-Quarterly Report W/401K &
         Cafeteria' to get correct totals for deferred deductions.

<Ent> = Print Report   (E) = End   (1)= Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4)

Enter the quarter you wish to include on this report (**1-4**). The computer automatically enters the quarter beginning and ending dates depending on your entry.

Print Options
1. Quarter Data Only
2. Yearly Data Only
3. Both Of Above

Enter **1** to print the selected quarter data only, **2** to print yearly data only, or **3** to print both quarterly and yearly.

State Number (0=All)

Enter the state number you wish to include on the report. Or enter **0** to include all states.

SAMPLE 941 QUARTERLY REPORT
Page 1

```
ABC COMPANY                                    PAYROLL QUARTERLY REPORT                                    DS06301
STORE 1 STREET ADDRESS                                                                                     PAGE 0001
ANYTOWN, USA 01010                              FOR QTR 4    BEGINNING 10/01/98 - ENDING 12/31/98          STATE ALL
PHONE (123)456-7890 FAX (123)098-7654                                                                      STORE ALL

 EMP NO        NAME                  SOC-SEC-NO            GROSS     FICA SS   FICA MED      FUTA      SUTA     EXTRA  NEW HIRE
                                                           WAGES       WAGES      WAGES     WAGES     WAGES     LIMIT  THIS QTR
                                                                    72600.00 9999999.99   7000.00

      1  NUMERO UNO                 123-45-6789   QTR:    2520.00    2520.00    2520.00   2520.00
                                                  YTD:    3445.00    3445.00    3445.00   3445.00

   1800  BROOKS/GARTH               474-92-6211   QTR:    1992.00    1992.00    1992.00   1992.00   1992.00
                                                  YTD:    2952.00    2952.00    2952.00   2952.00   2952.00

   2400  DENVER/JOHN                455-12-3221   QTR:    1920.00    1920.00    1920.00   1920.00   1920.00
                                                  YTD:    3200.00    3200.00    3200.00   3200.00   3200.00

   3200  IDOL/BILLY                 990-89-3131   QTR:    2640.00    2640.00    2640.00   2640.00   2640.00
                                                  YTD:    4647.50    4647.50    4647.50   4647.50   4647.50

   4000  LENNON/JOHN                551-89-1122   QTR:    5000.00    5000.00    5000.00   5000.00   5000.00
                                                  YTD:    5000.00    5000.00    5000.00   5000.00   5000.00

   5000  NELSON/WILLIE              474-90-1230   QTR:    3600.00    3600.00    3600.00   3600.00   3600.00
                                                  YTD:    5625.00    5625.00    5625.00   5625.00   5625.00

   6000  RAITT/BONNIE               545-82-6542   QTR:    6320.00    6320.00    6320.00   3000.00   6320.00
                                                  YTD:   10320.00   10320.00   10320.00   7000.00  10320.00
```

Page 2

```
ABC COMPANY                                    PAYROLL QUARTERLY REPORT                                    DS06301
STORE 1 STREET ADDRESS                                                                                     PAGE 0002
ANYTOWN, USA 01010                              FOR QTR 4    BEGINNING 10/01/98 - ENDING 12/31/98          STATE ALL
PHONE (123)456-7890 FAX (123)098-7654                                                                      STORE ALL

                                                          QUARTER 1   QUARTER 2   QUARTER 3   QUARTER 4  YEAR-TO-DATE

        TOTAL    TAXABLE SS FICA WAGES   (UNDER  72600.00)              .00         .00    11197.50    23992.00     35189.50
        TOTAL NONTAXABLE SS FICA WAGES   (OVER   72600.00)              .00         .00         .00         .00          .00

        TOTAL    TAXABLE MEDICARE WAGES  (UNDER9999999.99)             .00         .00    11197.50    23992.00     35189.50
        TOTAL NONTAXABLE MEDICARE WAGES  (OVER 9999999.99)             .00         .00         .00         .00          .00

        TOTAL    TAXABLE FUTA WAGES      (UNDER   7000.00)             .00         .00    11197.50    20672.00     31869.50
        TOTAL NONTAXABLE FUTA WAGES      (OVER    7000.00)             .00         .00         .00     3320.00      3320.00

        TOTAL    TAXABLE SUTA WAGES      (UNDER  10500.00)             .00         .00    10272.50    21472.00     31744.50
        TOTAL NONTAXABLE SUTA WAGES      (OVER   10500.00)             .00         .00      925.00     2520.00      3445.00

        TOTAL WAGES UNDER EXTRA LIMIT    (UNDER          )             .00         .00         .00         .00          .00
        TOTAL WAGES OVER  EXTRA LIMIT    (OVER           )             .00         .00    11197.50    23992.00     35189.50
```

Page 3

```
ABC COMPANY                                    PAYROLL QUARTERLY REPORT                                    DS06301
STORE 1 STREET ADDRESS                                                                                     PAGE 0003
ANYTOWN, USA 01010                              FOR QTR 4    BEGINNING 10/01/98 - ENDING 12/31/98          STATE ALL
PHONE (123)456-7890 FAX (123)098-7654                                                                      STORE ALL

                                                          QUARTER 1   QUARTER 2   QUARTER 3   QUARTER 4  YEAR-TO-DATE

        TOTAL FEDERAL TAXES                                               .00         .00     1911.76     4078.61      5990.37
        TOTAL FICA    TAXES                                               .00         .00      854.32     1831.95      2686.27
        TOTAL STATE   TAXES                                               .00         .00      755.27     1184.32      1939.59
        TOTAL LOCAL   TAXES                                               .00         .00      100.75       99.50       200.25

        TOTAL WAGES PAID                                                  .00         .00    11197.50    23992.00     35189.50
        TOTAL NUMBER OF EMPLOYEES PAID                                     0           0           6           7            7
```

5. Quarterly Wage Report

This option prints a report showing social security number, employee name, total wages paid in the quarter you specify, the hire date if in the quarter you specify, and a total per page. It also prints a heading showing your company name and address, the quarter and ending date of the quarter being reported, and the state tax I.D. number. It is used for Job Service quarterly reporting. It is not printed in compressed print.

```
DS06304      Employer's Qtrly Wage List       DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                         Port  37
                                                                  Store 01

    1. Input Parameters

          Quarter Code (1-4)                    1
          Quarter Beg Date (MMDDYY)         10102
          Quarter End Date (MMDDYY)         33102
          Date Selection                        1
                1. Paid Thru Date
                2. Check Date
          State Number  (0=All)                 0
          Store Number  (0=All)                 0
          Number of Copies                      1
          Beginning Employee Number             0
          Ending    Employee Number       9999999
          Sort by Social Security # (Y/N)       N
          Subtract 401K from Gross?             N
          Subtract Cafeteria From Gross?        Y



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY) — The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Date Selection
1. Paid Thru Date
2. Check Date — Enter **1** to use the paid thru date or **2** for the check date.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Sort By Social Security # (Y/N) — Enter **Y** if you wish to print this report in Social Security number order. The computer will create a sort file before printing the report. Or enter **N** to print in employee number order even though the report does not show the employee number.

Subtract 401k From Gross? (Y/N) — Enter **Y** to subtract the 401K deduction from gross wages, **N** to not subtract it.

Subtract Cafeteria From Gross? (Y/N) — Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

SAMPLE QUARTERLY WAGE REPORT
Employee Number Order

```
ABC COMPANY                      EMPLOYER'S QUARTERLY WAGE LIST      DS06304
STORE 1 STREET ADDRESS           FOR QTR 4   ENDING 12/31/98         PAGE 0001
ANYTOWN, USA 01010               REGISTRATION NUMBER STATE ID        STATE ALL
PHONE (123)456-7890 FAX (123)0                                       STORE ALL

SOCIAL SECURITY          EMPLOYEE NAME            TOTAL WAGES PAID   HIRE DATE
ACCOUNT NUMBER      FIRST    MIDDLE    LAST       IN THIS QUARTER    IF IN QTR

 123-56-7890        NUMERO UNO                          2400.00
 474-92-6211        GARTH BROOKS                        1992.00
 455-12-3221        JOHN DENVER                         1910.00
 990-89-3131        BILLY IDOL                          2640.00
 551-89-1122        JOHN LENNON                         5000.00
 474-90-1230        WILLIE NELSON                       3580.00
 545-82-6542        BONNIE RAITT                        6320.00

                    TOTAL OF THIS PAGE ONLY            23842.00

                    GRAND TOTAL OF ALL PAGES           23842.00

                    GRAND TOTAL OF ALL PAGES           23042.00
```

6. Quarterly Cafeteria & 401K

This option prints a report showing the employee name, Social Security number, and the following amounts for the quarter you specify in the input parameters:

Gross wages	FICA SS wages (with limit)
Cafeteria wages	FICA Medicare wages
401K wages	FUTA wages (with limit)
Taxable wages	SUTA wages (with limit)

The report totals then show:

Total employees paid/grand totals
Total federal taxes withheld
Total FICA taxes withheld
Total state taxes withheld
Total local taxes withheld
Total each department with grand total all departments

```
DS06305       Qtrly Report W/401K & Cafe      DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                        Port  37
    1. Input Parameters                                          Store 01
          Quarter Code (1-4)                 1
          Quarter Beg Date (MMDDYY)       10102
          Quarter End Date (MMDDYY)       33102
          Print Option                       1
            1. Quarter-to-Date
            2. Year-to-Date
          Date Selection (For Qtr-to-Date)   1
            1. Paid Thru Date
            2. Check Date
          State Number   (0=All)             1
          Store Number   (0=All)             0
          Number of Copies                   1
          Beginning Employee Number          0
          Ending    Employee Number     9999999
          Subtract 401K from Gross?          N
          Subtract Cafeteria from Gross?     Y
Quarter-to-Date:  Totals come from PM2.D.  If payroll history has not been
                  saved,  or 'period ending dates' are not correct,  then
                  totals will not be correct!
   Year-to-Date:  Totals come from PM1.D.
<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY) — The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Date Selection (For Qtr-to-Date)
1. Paid Thru Date
2. Check Date — Enter **1** to use the paid thru date or **2** for the check date.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Sort By Social Security # (Y/N) — Enter **Y** if you wish to print this report in Social Security number order. The computer will create a sort file before printing the report. Or enter **N** to printer in employee number order even though the report does not show the employee number.

Subtract 401k From Gross? (Y/N) — Enter **Y** to subtract the 401K deduction from gross wages, **N** to not subtract it.

Subtract Cafeteria From Gross? (Y/N) — Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

SAMPLE QUARTERLY CAFETERIA & 401K
Employee Number Order

```
ABC COMPANY                                    QUARTERLY REPORT WITH CAFETERIA & 401K                    DS06305
STORE 1 STREET ADDRESS                         FOR QUARTER     BEGINNING 10/01/98 - ENDING 12/31/98      PAGE 0001
ANYTOWN, USA 01010                             REGISTRATION NUMBER STATE ID                              STATE 01
PHONE (123)456-7890 FAX (123)098-7654                                                                    STORE ALL

 EMP NO        NAME                    SS NO       GROSS      CAFE      401K   FEDERAL   FICA SS  FICA MED      FUTA      SUTA
                                                   WAGES       W/H       W/H     WAGES     WAGES     WAGES     WAGES     WAGES
                                                                                          72600.00                7000.00  10500.00

   1800 GARTH BROOKS                474-92-6211   1992.00                       1992.00   1992.00   1992.00   1992.00   1992.00
   2400 JOHN DENVER                 455-12-3221   1920.00     10.00             1910.00   1910.00   1910.00   1910.00   1910.00
   3200 BILLY IDOL                  990-89-3131   2640.00                       2640.00   2640.00   2640.00   2640.00   2640.00
   4000 JOHN LENNON                 551-89-1122   5000.00                       5000.00   5000.00   5000.00   5000.00   5000.00
   5000 WILLIE NELSON               474-90-1230   3600.00     20.00             3580.00   3580.00   3580.00   3580.00   3580.00
   6000 BONNIE RAITT                545-82-6542   6320.00                       6320.00   6320.00   6320.00   3000.00   6320.00

              TOTAL EMPLOYEES PAID 6             21472.00     30.00           21442.00  21442.00  21442.00  18122.00  21442.00


   TOTAL    TAXABLE SS FICA WAGES   (UNDER  72600.00)                                    21442.00
   TOTAL NONTAXABLE SS FICA WAGES   (OVER   72600.00)                                        .00


   TOTAL    TAXABLE MEDICARE WAGES                                                              21442.00


   TOTAL    TAXABLE FUTA WAGES      (UNDER   7000.00)                                                    18122.00


   TOTAL NONTAXABLE FUTA WAGES      (OVER    7000.00)                                                     3320.00


   TOTAL    TAXABLE SUTA WAGES      (UNDER  10500.00)                                                              21442.00
   TOTAL NONTAXABLE SUTA WAGES      (OVER   10500.00)                                                                  .00


   TOTAL FEDERAL TAXES WITHHELD        3793.22
   TOTAL FICA SS TAXES WITHHELD        1328.47
   TOTAL FICA MEDICARE TAXES W/H        310.70
   TOTAL STATE   TAXES WITHHELD        1115.53
   TOTAL LOCAL   TAXES WITHHELD          99.50

   SALARIES DEPT2                    13160.00       30.00             13130.00  13130.00  13130.00  13130.00  13130.00
   SALARIES DEPT2                     8312.00                          8312.00   8312.00   8312.00   4992.00   8312.00
   TOTAL OF ALL DEPARTMENTS          21472.00       30.00             21442.00  21442.00  21442.00  18122.00  21442.00
```

7. Quarterly FICA

This report is printed employee number order showing employee name, Social Security number, total wages (QTD), FICA SS wages, FICA Medicare wages, federal tax withheld, and FICA tax withheld for the selected quarter or year-to-date. The report total shows the employer's portion of FICA tax due and the total FICA amount due.

This report contains the silent option **G**. At **<Ent>=Print Report (E)=End (1)=Input Parameters**, enter **G** to have the grand totals print on a separate page.

```
DS06312      Fica Report              DIM11 DATA                    Date mm/dd/yy
Rev10.0.2                          STORE #1                        Port  37
                                                                   Store 01

    1. Input Parameters
          Quarter Code (1-4)                        1
          Quarter Beg Date (MMDDYY)             10102
          Quarter End Date (MMDDYY)             33102
          Print Option: 1. Quarter-to-Date          1
                        2. Year   -to-Date
          Print by    : 1. Paid Thru  Date          1
                        2. Check      Date
          Store Number   (0=All)                    0
          Number of Copies                          1
          Beginning Employee Number                 0
          Ending    Employee Number           9999999



           NOTE:  Totals come from PM2.D.  If Payroll History has not been
                  saved,  or 'Period Ending Dates' are not correct,  then
                  totals will not be correct!


<Ent> = Print Report  (E) = End  (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4)
The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY)
The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY)
The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Print Option:
1. Quarter-To-Date
2. Year-To-Date
Enter **1** to use quarter-to-date figures or **2** for year-to-date.

Print By:
1. Paid Thru Date
2. Check Date
Enter **1** to use the paid thru date or **2** for the check date.

SAMPLE QUARTERLY FICA REPORT

```
ABC COMPANY                                    QUARTER TO DATE FICA REPORT                                DS06312
STORE 1 STREET ADDRESS                         FOR QTR 4 ENDING 12/31/98                                  PAGE 0001
ANYTOWN, USA 01010                             FEDERAL ID#: 12-3456789                                    STORE: 00
PHONE (123)456-7890 FAX (123)098-7
                  EMPLOYEE SS FICA RATE       : 6.20%          EMPLOYEE MEDICARE RATE      : 1.45%
                  EMPLOYER SS FICA RATE       : 6.20%          EMPLOYER MEDICARE RATE      : 1.45%
                  MAXIMUM SS FICA GROSS WAGES : 72600.00       MAXIMUM MEDICARE GROSS WAGES: 9999999.99

 EMP NO          NAME                          SS NO          GROSS        FICA SS       FICA MED       FEDERAL          FICA
                                                              WAGES          WAGES         WAGES       TAX W/H       TAX W/H

                                                               QTR            QTR           QTR           QTR           QTR

    1    NUMERO UNO                       0                1600.00       1600.00       1600.00        178.26        122.40
 1800    GARTH BROOKS                     474-92-6211      1992.00       1992.00       1992.00        130.92        152.38
 2400    JOHN DENVER                      455-12-3221      1920.00       1910.00       1910.00        295.17        146.12
 3200    BILLY IDOL                       990-89-3131      2640.00       2640.00       2640.00        287.60        201.20
 4000    JOHN LENNON                      551-89-1122      5000.00       5000.00       5000.00       1185.56        382.50
 5000    WILLIE NELSON                    474-90-1230      3600.00       3580.00       3580.00        419.51        273.49
 6000    BONNIE RAITT                     545-82-6542      6320.00       6320.00       6320.00       1474.46        483.48

                        TOTALS                           23072.00      23042.00      23042.00       3971.48       1761.57

                  EMPLOYEE SS FICA RATE       : 6.20%          EMPLOYEE MEDICARE RATE      : 1.45%
                  EMPLOYER SS FICA RATE       : 6.20%          EMPLOYER MEDICARE RATE      : 1.45%
                  MAXIMUM SS FICA GROSS WAGES : 72600.00       MAXIMUM MEDICARE GROSS WAGES: 9999999.99


                                  EMPLOYEE FICA SS TAX DUE          1428.60
                                  EMPLOYER FICA SS TAX DUE          1428.60
                                  TOTAL OF FICA SS TAX DUE                      2857.20

                                  EMPLOYEE MEDICARE TAX DUE          334.11
                                  EMPLOYER MEDICARE TAX DUE          334.11
                                  TOTAL OF MEDICARE TAX DUE                      668.22

                                  TOTAL FICA TAX DUE                            3525.42
```

8. Quarterly FUTA

This report is printed in employee number order showing employee name, Social Security number, hire date (if in quarter), quarter-to-date or year-to-date wages, FUTA wages, and calculated FUTA tax for the selected quarter. It totals per page, prints a grand total of all pages, and totals by department. The report heading shows the company name and address, quarter number (1-4), and quarter ending date, federal I.D. number, and FUTA rate/limit.

This report contains the silent option **G**. At **<Ent>=Print Report (E)=End (1)=Input Parameters**, enter **G** to have the grand totals print on a separate page.

```
DS06311       Quarterly Futa Report           DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                         Port  37
    1. Input Parameters                                           Store 01
          Quarter Code (1-4)                    1
          Quarter Beg Date (MMDDYY)         10102
          Quarter End Date (MMDDYY)         33102
          Print Option                          1
            1. Quarter-to-Date
            2. Year-to-Date
          Date Selection (For Qtr-to-Date)      1
            1. Paid Thru Date
            2. Check Date
          State Number   (0=All)                0
          Store Number   (0=All)                0
          Number of Copies                      1
          Beginning Employee Number             0
          Ending    Employee Number       9999999
          Print All Hire Dates?                 N
          Subtract Cafeteria from Gross?        N

<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4)
The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY)
The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY)
The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Print Option
1. Quarter-To-Date
2. Year-To-Date
Enter **1** to use quarter-to-date figures or **2** for year-to-date.

Date Selection (For Qtr-to-Date)
1. Paid Thru Date
2. Check Date
Enter **1** to use the paid thru date or **2** for the check date.

State Number (0=All)
Enter the state number you wish to include on the report. Or enter **0** to include all states.

Print All Hire Dates? (Y/N)
Enter **Y** to print hire dates for all employees, **N** to not print them.

Subtract Cafeteria From Gross? (Y/N)
Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

SAMPLE QUARTERLY FUTA REPORT

```
ABC COMPANY                        QTR FUTA REPORT                    DS06311
STORE 1 STREET ADDRESS             FOR QTR  4  ENDING 12/31/98        PAGE   1
ANYTOWN, USA 01010                 FED NUMBER: 12-3456789             STATE  1
PHONE (123)456-7890 FAX (123)098-7 RATE:  .80%  LIMIT: 7000.00        STORE  0

EMPLOYEE NAME                 SS NO    HIRE DATE       QTR       FUTA       TAX
                                       IF IN QTR      WAGES      WAGES

GARTH BROOKS                474-92-6211             1992.00    1992.00    15.94
JOHN DENVER                 455-12-3221             1920.00    1920.00    15.36
BILLY IDOL                  990-89-3131             2640.00    2640.00    21.12
JOHN LENNON                 551-89-1122             5000.00    5000.00    40.00
WILLIE NELSON               474-90-1230             3600.00    3600.00    28.80
BONNIE RAITT                545-82-6542             6320.00    3000.00    24.00

         TOTALS OF THIS PAGE ONLY                  21472.00   18152.00   145.22

         GRAND TOTAL OF ALL PAGES                  21472.00   18152.00   145.22

         WAGES IN EXCESS OF LIMIT                   3320.00



01  SALARIES DEPT2                                 13160.00   13160.00   105.28
02  SALARIES DEPT2                                  8312.00    4992.00    39.94

    GRAND TOTAL OF ALL DEPARTMENTS                 21472.00   18152.00   145.22
```

9. Quarterly SUTA

This report prints in employee number order showing employee name, Social Security number, hire date (if in quarter), quarter-to-date or year-to-date wages, SUTA wages, and calculated SUTA tax for the selected quarter. It totals per page, prints a grand total of all pages, and total by department. The report heading shows the company name and address, quarter number (1-4) and quarter ending date, state I.D. number, and SUTA rate/limit.

This report contains the silent option **G**. At **<Ent>=Print Report (E)=End (1)=Input Parameters**, enter **G** to have the grand totals print on a separate page.

```
DS06310       Quarterly Suta Report          DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                        Port  37
    1. Input Parameters                                          Store 01
          Quarter Code (1-4)                  1
          Quarter Beg Date (MMDDYY)       10102
          Quarter End Date (MMDDYY)       33102
          Print Option                        1
            1. Quarter-to-Date
            2. Year-to-Date
          Date Selection (For QTR-to-Date)    1
            1. Paid Thru Date
            2. Check Date
          State Number   (0=All)              0
          Store Number   (0=All)              0
          Number of Copies                    1
          Beginning Employee Number           0
          Ending    Employee Number     9999999
          Print All Hire Dates?               N
          Subtract 401K from Gross?           N
          Subtract Cafeteria From Gross?      Y


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4)
The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY)
The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY)
The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Print Option
1. Quarter-To-Date
2. Year-To-Date
Enter **1** to use quarter-to-date figures or **2** for year-to-date.

Date Selection (For Qtr-to-Date)
1. Paid Thru Date
2. Check Date
Enter **1** to use the paid thru date or **2** for the check date.

State Number (0=All)
Enter the state number you wish to include on the report. Or enter **0** to include all states.

Print All Hire Dates? (Y/N)
Enter **Y** to print hire dates for all employees, **N** to not print them.

Subtract 401k From Gross? (Y/N)
Enter **Y** to subtract the 401K deduction from gross wages, **N** to not subtract it.

Subtract Cafeteria From Gross? (Y/N)

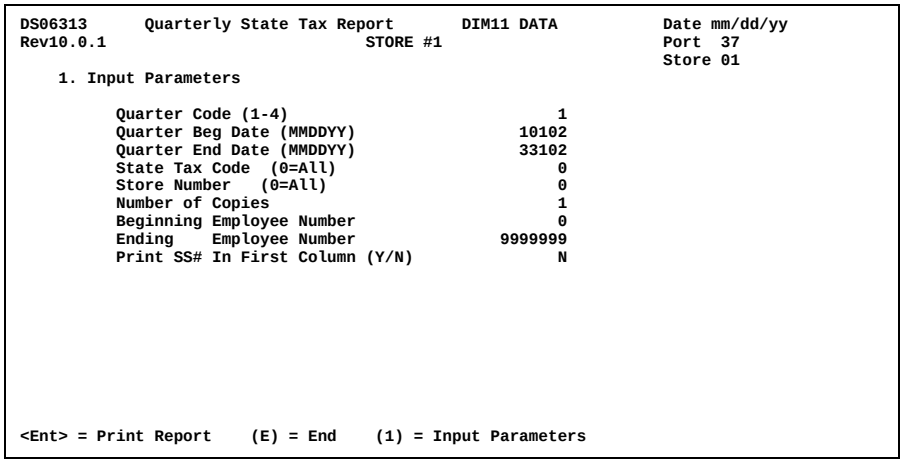
Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

SAMPLE QUARTERLY SUTA REPORT

```
ABC COMPANY                          QTD SUTA REPORT                      DS06310
 STORE 1 STREET ADDRESS               FOR QTR  4  ENDING 12/31/98          PAGE   1
 ANYTOWN, USA 01010                   STATE NUMBER: ID #                   STATE  1
 PHONE (123)456-7890 FAX (123)098-7 RATE: 1.20%  LIMIT:10500.00           STORE  0

 EMPLOYEE NAME                  SS NO    HIRE DATE       QTD       SUTA       TAX
                                         IF IN QTR      WAGES     WAGES

 GARTH BROOKS                474-92-6211             1992.00    1992.00    23.90
 JOHN DENVER                 455-12-3221             1910.00    1910.00    22.92
 BILLY IDOL                  990-89-3131             2640.00    2640.00    31.68
 JOHN LENNON                 551-89-1122             5000.00    5000.00    60.00
 WILLIE NELSON               474-90-1230             3580.00    3580.00    42.96
 BONNIE RAITT                545-82-6542             6320.00    6320.00    75.84


          TOTALS OF THIS PAGE ONLY                  21442.00   21442.00   257.30


         GRAND TOTAL OF ALL PAGES                  21442.00   21442.00   257.30

         WAGES IN EXCESS OF LIMIT                      .00



 01  SALARIES DEPT2                                13130.00   13130.00   157.56
 02  SALARIES DEPT2                                 8312.00    8312.00    99.74

     GRAND TOTAL OF ALL DEPARTMENTS                21442.00   21442.00   257.30
```

10. Quarterly State Tax

This option prints a report in employee number order showing employee name, Social Security number, gross wages (QTD), and state tax withheld for the selected quarter and state.


DS06313 Quarterly State Tax Report DIM11 DATA Date mm/dd/yy
Rev10.0.1 STORE #1 Port 37
Store 01
1. Input Parameters
Quarter Code (1-4) 1
Quarter Beg Date (MMDDYY) 10102
Quarter End Date (MMDDYY) 33102
State Tax Code (0=All) 0
Store Number (0=All) 0
Number of Copies 1
Beginning Employee Number 0
Ending Employee Number 9999999
Print SS# In First Column (Y/N) N
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY) — The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Print SS# In First Column (Y/N) — Enter **Y** if you wish to print the Social Security number in the first column and the employee name in the second column. Or enter **N** to print the employee name in the first column and the Social Security number in the second column.

SAMPLE QUARTERLY STATE TAX REPORT

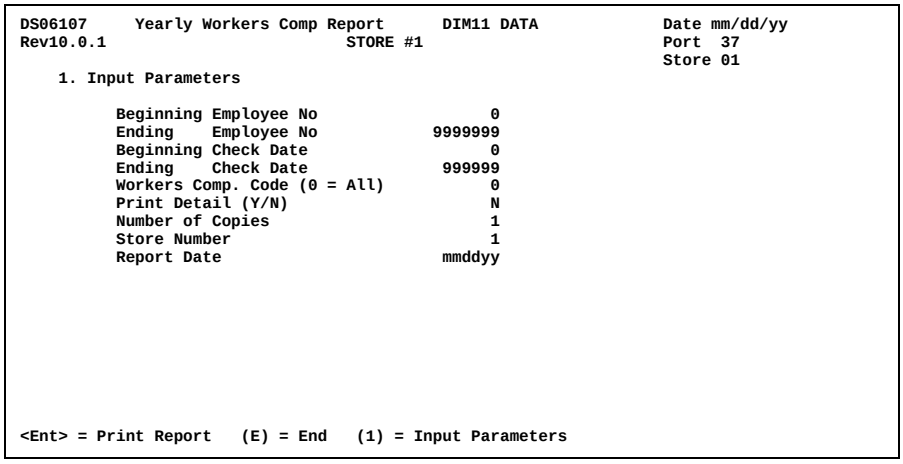
```
ABC COMPANY                        QUARTERLY STATE TAX REPORT        DS06313
STORE 1 STREET ADDRESS             FOR QTR  4  ENDING 12/31/98       PAGE   1
ANYTOWN, USA 01010                                                   STATE  1
PHONE (123)456-7890 FAX (123)098-7                                   STORE  0

EMPLOYEE NAME               SS NO           GROSS   STATE TAX
                                            WAGES     WAGES
                                             QTD       QTD

GARTH BROOKS              474-92-6211     1992.00      52.14
JOHN DENVER               455-12-3221     1920.00      70.87
BILLY IDOL                990-89-3131     2640.00      70.35
JOHN LENNON               551-89-1122     5000.00     404.38
WILLIE NELSON             474-90-1230     3600.00     153.75
BONNIE RAITT              545-82-6542     6320.00     364.04

             TOTALS                     21472.00    1115.53
```

11. Workers Comp Report

Includes a listing by worker's comp code showing the following:

Worker's comp code	Gross
Description	Worker's comp total
Regular earnings	Rate
Overtime portion	Limit
Other pay	Amount
Exemptions	

It also shows totals by department. This information comes from PM2.D.



```
DS06107     Yearly Workers Comp Report      DIM11 DATA            Date mm/dd/yy
Rev10.0.1                        STORE #1                         Port  37
                                                                  Store 01

    1. Input Parameters

          Beginning Employee No                0
          Ending    Employee No          9999999
          Beginning Check Date                 0
          Ending    Check Date            999999
          Workers Comp. Code (0 = All)         0
          Print Detail (Y/N)                   N
          Number of Copies                     1
          Store Number                         1
          Report Date                     mmddyy









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Workers Comp. Code (0=All)

Enter the desired worker's comp code for this report. Or enter **0** to include all codes.

Print Detail (Y/N)

Enter **Y** if you wish to print the detail for each code. Detail includes a section showing the following for each selected employee:

Employee number and name
SS#
Department
Worker's comp code and description
Earnings
Worker's comp total
Rate / Limit / Amount

Or enter **N** to not print detail but shows totals by worker's comp code and department only.

SAMPLE WORKER'S COMP REPORT
Print Detail = N

```
mm/dd/yy   YEARLY WORKERS COMPENSATION REPORT            ABC COMPANY                                                    DS06107
14:49:20         BEGINNING CHECK DATE 00/00/00   ENDING CHECK DATE 99/99/99                                             PAGE 0001

WC CODE              #EMP    REG-EARN  OT-PORTION     OTH-PAY      EXEMPT       GROSS    WC-TOTAL       RATE      LIMIT      AMOUNT

01  STORE EMPLOYEES     5    21400.00      165.01      150.00       82.49    21797.50    21715.01   4.50000     100.00      500.00
02  YARD EMPLOYEES       2    13200.00       48.00         .00       24.00    13272.00    13248.00  10.25000     150.00      300.00

    GRAND TOTAL          7    34600.00      213.01      150.00      106.49    70139.00    69926.02                          1600.00




DEPARTMENT           #EMP    REG-EARN  OT-PORTION     OTH-PAY      EXEMPT       GROSS    WC-TOTAL      AMOUNT

01  SALARIES DEPT2       5    23400.00      165.01      150.00       82.49    23797.50    23715.01      500.00
02  SALARIES DEPT2       2    11200.00       48.00         .00       24.00    11272.00    11248.00      300.00

    GRAND TOTAL          7    34600.00      213.01      150.00      106.49    35069.50    34963.01      800.00
```

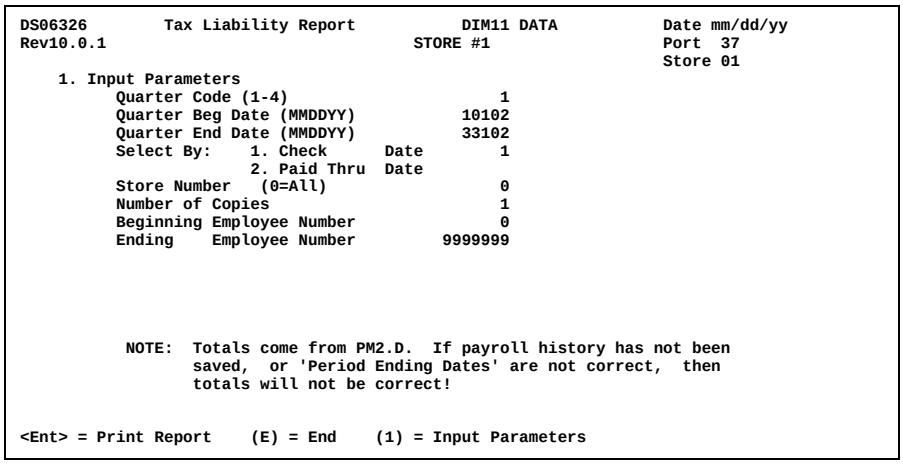
Print Detail = Y

```
mm/dd/yy   YEARLY WORKERS COMPENSATION REPORT            ABC COMPANY                                                    DS06107
14:50:03         BEGINNING CHECK DATE 00/00/00   ENDING CHECK DATE 99/99/99                                             PAGE 0001

   EMP#     NAME                  SS#       DEPARTMENT      WC CODE          EARNINGS   WC-TOTAL       RATE      LIMIT     AMOUNT

      1 NUMERO UNO             123-56-7890  1 SALARIES DE   1 STORE EMPLO    3325.00    3325.00    4.50000     100.00     100.00
   1800 BROOKS/GARTH           474-92-6211  2 SALARIES DE   2 YARD EMPLOY    2952.00    2928.00   10.25000     150.00     150.00
   2400 DENVER/JOHN            455-12-3221  1 SALARIES DE   1 STORE EMPLO    3200.00    3200.00    4.50000     100.00     100.00
   3200 IDOL/BILLY             990-89-3131  1 SALARIES DE   1 STORE EMPLO    4647.50    4565.01    4.50000     100.00     100.00
   4000 LENNON/JOHN            551-89-1122  1 SALARIES DE   1 STORE EMPLO    5000.00    5000.00    4.50000     100.00     100.00
   5000 NELSON/WILLIE          474-90-1230  1 SALARIES DE   1 STORE EMPLO    5625.00    5625.00    4.50000     100.00     100.00
   6000 RAITT/BONNIE           545-82-6542  2 SALARIES DE   2 YARD EMPLOY   10320.00   10320.00   10.25000     150.00     150.00

            TOTALS                                                        35069.50   34963.01                           800.00



WC CODE              #EMP    REG-EARN  OT-PORTION     OTH-PAY      EXEMPT       GROSS    WC-TOTAL       RATE      LIMIT      AMOUNT

01  STORE EMPLOYEES     5    21400.00      165.01      150.00       82.49    21797.50    21715.01   4.50000     100.00      500.00
02  YARD EMPLOYEES       2    13200.00       48.00         .00       24.00    13272.00    13248.00  10.25000     150.00      300.00

    GRAND TOTAL          7    34600.00      213.01      150.00      106.49    35069.50    34963.01                           800.00




DEPARTMENT           #EMP    REG-EARN  OT-PORTION     OTH-PAY      EXEMPT       GROSS    WC-TOTAL      AMOUNT

01  SALARIES DEPT2       5    23400.00      165.01      150.00       82.49    23797.50    23715.01      500.00
02  SALARIES DEPT2       2    11200.00       48.00         .00       24.00    11272.00    11248.00      300.00

    GRAND TOTAL          7    34600.00      213.01      150.00      106.49    35069.50    34963.01      800.00
```

☞ **NOTE:** The OT-PORTION column shows the taxable part of overtime and EXEMPT shows the non-taxable part of overtime. These two columns added together equal the total amount of overtime paid to the employee.

12. Tax Liability Report

This report provides a summary of tax liability by reporting period for the Federal 941 Quarterly report.



```
DS06326        Tax Liability Report            DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                   STORE #1               Port  37
                                                                   Store 01

    1. Input Parameters
          Quarter Code (1-4)                          1
          Quarter Beg Date (MMDDYY)                10102
          Quarter End Date (MMDDYY)                33102
          Select By:    1. Check      Date           1
                        2. Paid Thru  Date
          Store Number   (0=All)                     0
          Number of Copies                           1
          Beginning Employee Number                  0
          Ending    Employee Number              9999999




           NOTE:  Totals come from PM2.D.  If payroll history has not been
                  saved,  or 'Period Ending Dates' are not correct,  then
                  totals will not be correct!


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY) — The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

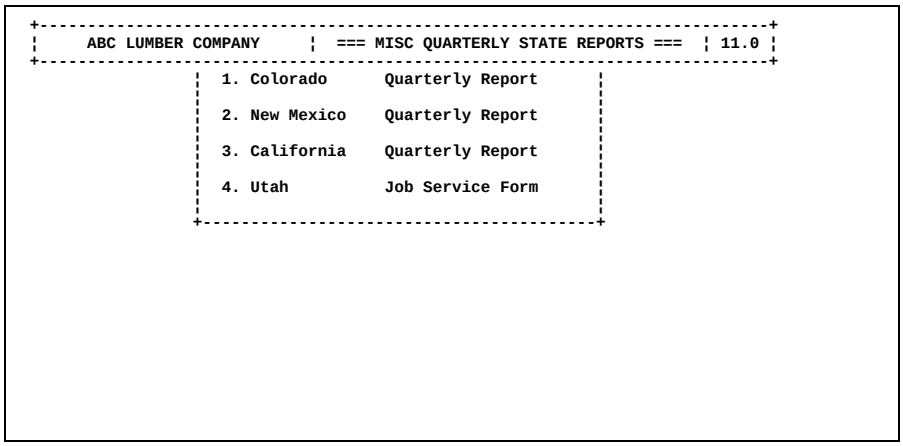
Select By :
1. Check Date
2. Paid Thru Date — Enter **1** to use the check date or **2** for the paid thru date.

SAMPLE TAX LIABILITY REPORT

```
ABC COMPANY                          *** QUARTERLY TAX REPORT ***    DS06326
STORE 1 STREET ADDRESS               FOR QTR 4 ENDING 12/31/98       PAGE 001
ANYTOWN, USA 01010                                                   STORE: 0
PHONE (123)456-7890 FAX (123)098-7
            RECORD OF TAX LIABILITY FOR FEDERAL QUARTERLY 941

                              FEDERAL    EMPLOYEE   EMPLOYER    TOTAL
          DATE WAGES PAID    WITHHOLDING  FICA TAX   FICA TAX   DEPOSITS
          ------------------------------------------------------------------
OCTOBER    1ST  THROUGH 3RD....A        .00        .00        .00        .00
           4TH  THROUGH 7TH....B        .00        .00        .00        .00
           8TH  THROUGH 11TH...C        .00        .00        .00        .00
           12TH THROUGH 15TH...D        .00        .00        .00        .00
           16TH THROUGH 19TH...E        .00        .00        .00        .00
           20TH THROUGH 22ND...F        .00        .00        .00        .00
           23RD THROUGH 25TH...G        .00        .00        .00        .00
           26TH THROUGH LAST...H        .00        .00        .00        .00
          ------------------------------------------------------------------
                 OCTOBER   TOTAL        .00        .00        .00        .00


                              FEDERAL    EMPLOYEE   EMPLOYER    TOTAL
          DATE WAGES PAID    WITHHOLDING  FICA TAX   FICA TAX   DEPOSITS
          ------------------------------------------------------------------
          ------------------------------------------------------------------
NOVEMBER   1ST  THROUGH 3RD....I        .00        .00        .00        .00
           4TH  THROUGH 7TH....J    1129.96     635.34     635.34    2400.64
           8TH  THROUGH 11TH...K        .00        .00        .00        .00
           12TH THROUGH 15TH...L        .00        .00        .00        .00
           16TH THROUGH 19TH...M        .00        .00        .00        .00
           20TH THROUGH 22ND...N        .00        .00        .00        .00
           23RD THROUGH 25TH...O        .00        .00        .00        .00
           26TH THROUGH LAST...P        .00        .00        .00        .00
          ------------------------------------------------------------------
                 NOVEMBER  TOTAL    1129.96     635.34     635.34    2400.64


                              FEDERAL    EMPLOYEE   EMPLOYER    TOTAL
          DATE WAGES PAID    WITHHOLDING  FICA TAX   FICA TAX   DEPOSITS
          ------------------------------------------------------------------
          ------------------------------------------------------------------
DECEMBER   1ST  THROUGH 3RD....Q        .00        .00        .00        .00
           4TH  THROUGH 7TH....R        .00        .00        .00        .00
           8TH  THROUGH 11TH...S        .00        .00        .00        .00
           12TH THROUGH 15TH...T        .00        .00        .00        .00
           16TH THROUGH 19TH...U        .00        .00        .00        .00
           20TH THROUGH 22ND...V    2841.52    1126.23    1126.23    5093.98
           23RD THROUGH 25TH...W        .00        .00        .00        .00
           26TH THROUGH LAST...X        .00        .00        .00        .00
          ------------------------------------------------------------------
                 DECEMBER  TOTAL    2841.52    1126.23    1126.23    5093.98

          ==================================================================
                 QUARTER   TOTAL    3971.48    1761.57    1761.57    7494.62


    TOTAL WAGES SUBJECT TO WITHHOLDING FOR THIS QUARTER     23072.00
```

13. Misc Quarterly State Reports

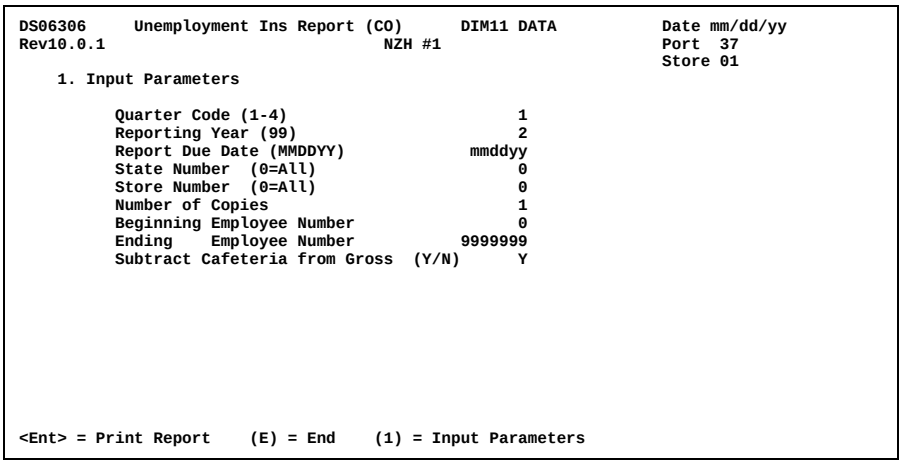
This menu is displayed after selecting **13** for **Misc Quarterly State Reports** from the **Payroll Reports Menu**:


ABC LUMBER COMPANY
=== MISC QUARTERLY STATE REPORTS ===
11.0
1. Colorado Quarterly Report
2. New Mexico Quarterly Report
3. California Quarterly Report
4. Utah Job Service Form

See the following 4 parts for descriptions of each report.

13-1. Colorado Quarterly Report

This report is used to print quarterly payroll information for unemployment insurance in Colorado using a special form.


DS06306 Unemployment Ins Report (CO) DIM11 DATA Date mm/dd/yy
Rev10.0.1 NZH #1 Port 37
Store 01
1. Input Parameters
Quarter Code (1-4) 1
Reporting Year (99) 2
Report Due Date (MMDDYY) mmddyy
State Number (0=All) 0
Store Number (0=All) 0
Number of Copies 1
Beginning Employee Number 0
Ending Employee Number 9999999
Subtract Cafeteria from Gross (Y/N) Y
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Reporting Year (99) — The last 2 digits of the current year are displayed. Change if necessary.

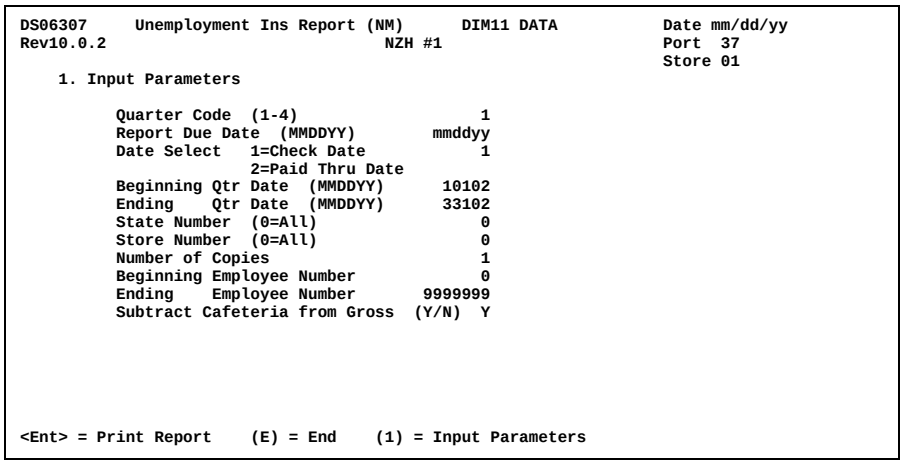
Report Due Date — Enter the correct report due date, if needed.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Subtract Cafeteria from Gross? (Y/N) — Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

13-2. New Mexico Quarterly Report

This report is used to print quarterly payroll information for the New Mexico Department of Labor using a special form.


DS06307 Unemployment Ins Report (NM) DIM11 DATA Date mm/dd/yy
Rev10.0.2 NZH #1 Port 37
Store 01
1. Input Parameters
Quarter Code (1-4) 1
Report Due Date (MMDDYY) mmddyy
Date Select 1=Check Date 1
2=Paid Thru Date
Beginning Qtr Date (MMDDYY) 10102
Ending Qtr Date (MMDDYY) 33102
State Number (0=All) 0
Store Number (0=All) 0
Number of Copies 1
Beginning Employee Number 0
Ending Employee Number 9999999
Subtract Cafeteria from Gross (Y/N) Y
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Quarter Code (1-4)
The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Report Due Date
Enter the correct report due date, if needed.

Date Select
1. Check Date
2. Paid Thru Date
Enter **1** to use the check date or **2** for the paid thru date.

Beginning Qtr Date (MMDDYY)
The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

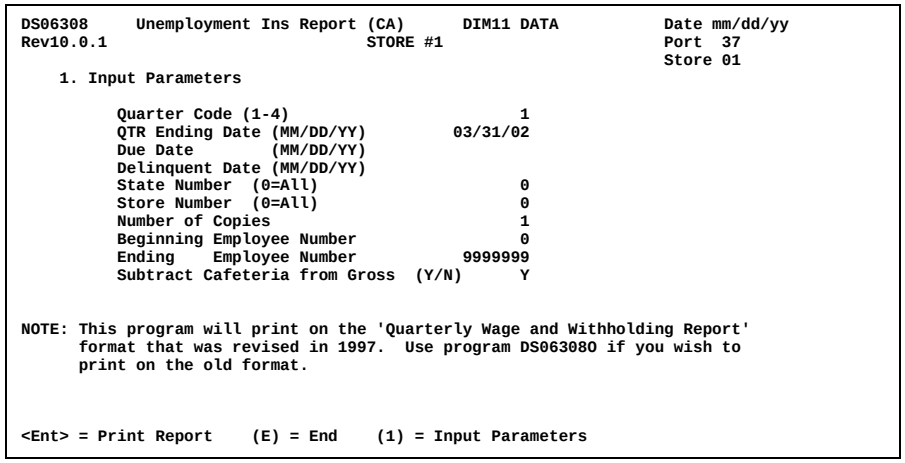
Ending Qtr Date (MMDDYY)
The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

State Number (0=All)
Enter the state number you wish to include on the report. Or enter **0** to include all states.

Subtract Cafeteria from Gross? (Y/N)
Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

13-3. California Quarterly Report

This report is used to print quarterly payroll information for unemployment insurance in California using a special form. This program prints on the "Quarterly Wage and Withholding Report" format that was revised in 1997. If you wish to print on the old format, use the program DS06308O instead (run it from the system prompt).



```
DS06308     Unemployment Ins Report (CA)      DIM11 DATA          Date mm/dd/yy
Rev10.0.1                          STORE #1                      Port  37
                                                                 Store 01

    1. Input Parameters

          Quarter Code (1-4)                          1
          QTR Ending Date (MM/DD/YY)           03/31/02
          Due Date        (MM/DD/YY)
          Delinquent Date (MM/DD/YY)
          State Number  (0=All)                       0
          Store Number  (0=All)                       0
          Number of Copies                            1
          Beginning Employee Number                   0
          Ending    Employee Number             9999999
          Subtract Cafeteria from Gross  (Y/N)        Y


NOTE: This program will print on the 'Quarterly Wage and Withholding Report'
      format that was revised in 1997.  Use program DS06308O if you wish to
      print on the old format.



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

QTR Ending Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Due Date — Enter the correct report due date, if needed.

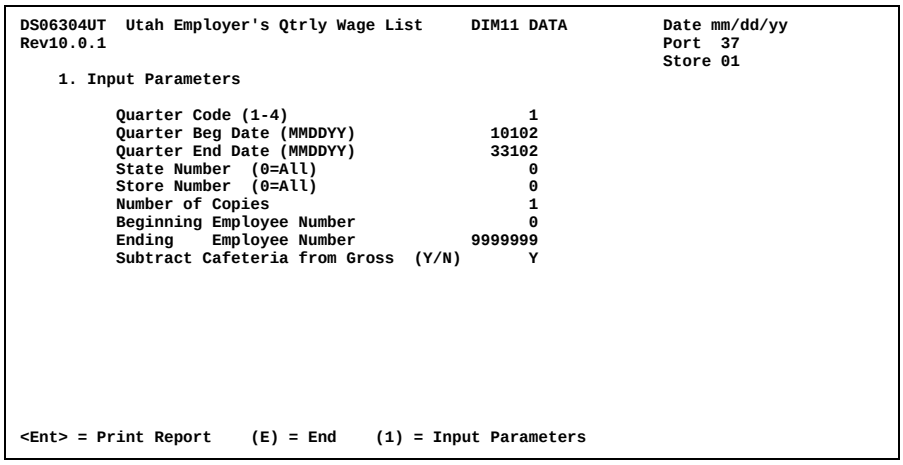
Delinquent Date — Enter the correct report delinquent date, if needed.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Subtract Cafeteria from Gross? (Y/N) — Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

13-4. Utah Job Service Form

This report is used to print quarterly payroll information for Job Service in Utah using a special form.



```
DS06304UT  Utah Employer's Qtrly Wage List     DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                          Port  37
                                                                   Store 01
    1. Input Parameters

          Quarter Code (1-4)                          1
          Quarter Beg Date (MMDDYY)               10102
          Quarter End Date (MMDDYY)               33102
          State Number  (0=All)                       0
          Store Number  (0=All)                       0
          Number of Copies                            1
          Beginning Employee Number                   0
          Ending    Employee Number             9999999
          Subtract Cafeteria from Gross  (Y/N)        Y









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Quarter Code (1-4) — The computer defaults to the current quarter as stored in the Variable File (Basic Payroll Information). Or you can enter the quarter for which you wish to print information.

Quarter Beg Date (MMDDYY) — The computer displays the beginning date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

Quarter End Date (MMDDYY) — The computer displays the ending date of the selected quarter. Press **Tab** to accept or enter a different date if needed.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Subtract Cafeteria from Gross? (Y/N) — Enter **Y** to subtract the cafeteria deduction from gross wages, **N** to not subtract it.

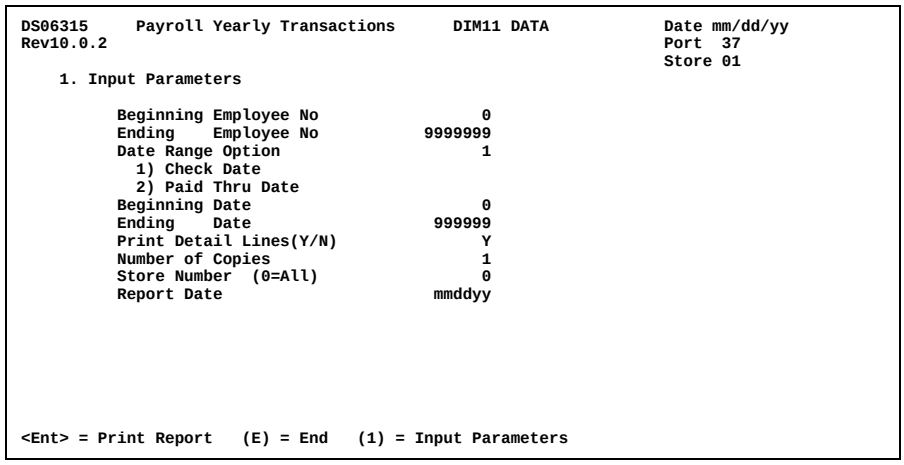
Yearly Reports

14. Yearly Transactions Report

This report includes a listing by employee showing the following detail for every check paid during the year. This information comes from the Payroll Transactions File, PM2.D and can be printed at any time:

Check date	Regular earnings
Check number	Overtime earnings
Worker's comp code	Other pay
Worker's comp rate	Total deductions
Overtime hours	Total taxes

There is also a subtotal by employee and a grand total for all employees at the end of the report.



```
DS06315     Payroll Yearly Transactions      DIM11 DATA          Date mm/dd/yy
Rev10.0.2                                                        Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Employee No                0
          Ending    Employee No          9999999
          Date Range Option                    1
            1) Check Date
            2) Paid Thru Date
          Beginning Date                       0
          Ending    Date                 999999
          Print Detail Lines(Y/N)              Y
          Number of Copies                     1
          Store Number  (0=All)                0
          Report Date                     mmddyy




<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range Option
1) Check Date
2) Paid Thru Date

Enter **1** to use the check date or **2** for the paid thru date.

Beginning Date

Enter the beginning check date or paid thru date you wish to include on this report or **Tab** to begin with the first date available.

Ending Date

Enter the ending check date or paid thru date you wish to include on this report or **Tab** to print all remaining dates.

Print Detail Lines (Y/N)

Enter **Y** if you wish to print the detail lines showing the following for every check paid during the year:

Check or paid thru date
Check number
Worker's comp code
Worker's comp rate
Regular hours
Overtime hours
Regular earnings
Overtime earnings
Other pay
Total deductions
Total taxes

Or enter **N** to not print the detail.

SAMPLE YEARLY TRANSACTIONS REPORT
Print Detail Lines = Y

```
mm/dd/yy          PAYROLL YEARLY TRANSACTIONS (PM2.D)              ABC LUMBER COMPANY                          DS06315
16:51:52                                                                                                       PAGE 0001

 EMP-NO   NAME                DATE     CK-NO  WC  RATE   REG-HRS     OT-HRS   REG-EARN    OT-EARN  OTHER-PAY  TOTAL-DED  TOTAL-TAX

     1 NUMERO UNO                                    STORE:  1
                          08/21/98   82205   1 10.00     80.00       .00 H    800.00        .00     125.00      65.00     237.50
                          11/04/98  110498   1 10.00     80.00       .00 H    800.00        .00        .00        .00     159.24
                          12/20/98  123198   1 10.00     80.00       .00 H    800.00        .00        .00        .00     199.50

   TOTALS FOR       1 NUMERO UNO                       240.00       .00     2400.00        .00     125.00      65.00     596.24

   1800 BROOKS/GARTH                               STORE:  1
                          08/21/98   82207   1 12.00     80.00       .00 H    960.00        .00        .00     160.00     174.05
                          11/04/98  110500   2 12.00     80.00       .00 H    960.00        .00        .00     160.00     139.51
                          12/20/98  123200   2 12.00     80.00      4.00 H    960.00      72.00        .00     160.00     195.93

   TOTALS FOR    1800 BROOKS/GARTH                     240.00      4.00     2880.00      72.00        .00     480.00     509.49

   2400 DENVER/JOHN                                STORE:  1
                          08/21/98   82208   2 16.00     80.00       .00 H   1280.00        .00        .00      22.00     404.10
                          11/04/98  110501   1 16.00     80.00       .00 H   1280.00        .00        .00      22.00     333.87
                          12/20/98  123201   1 16.00     40.00       .00 H    640.00        .00        .00      22.00     178.29

   TOTALS FOR    2400 DENVER/JOHN                      200.00       .00     3200.00        .00        .00      66.00     916.26

   3200 IDOL/BILLY                                 STORE:  1
                          08/21/98   82209   1 22.00     80.00      7.50 H   1760.00     247.50        .00      10.00     580.67
                          11/04/98  110502   1 22.00     80.00       .00 H   1760.00        .00        .00      10.00     392.41
                          12/20/98  123202   1 22.00     40.00       .00 H    880.00        .00        .00      10.00     166.74

   TOTALS FOR    3200 IDOL/BILLY                       200.00      7.50     4400.00     247.50        .00      30.00    1139.82

   4000 LENNON/JOHN                                STORE:  1
                          12/20/98  123203   1            .00       .00 H   5000.00        .00        .00        .00    1972.44

   TOTALS FOR    4000 LENNON/JOHN                        .00       .00     5000.00        .00        .00        .00    1972.44

   5000 NELSON/WILLIE                              STORE:  1
                          08/21/98   82210   1            .00       .00 H   2000.00        .00      25.00      15.00     630.88
                          11/04/98  110503   1 20.00     80.00       .00 H   1600.00        .00        .00      15.00     324.78
                          12/20/98  123204   1            .00       .00 H   2000.00        .00        .00      15.00     621.47

   TOTALS FOR    5000 NELSON/WILLIE                     80.00       .00     5600.00        .00      25.00      45.00    1577.13

   6000 RAITT/BONNIE                               STORE:  1
                          08/21/98   82211   1            .00       .00 H   4000.00        .00        .00      15.00    1594.90
                          11/04/98  110504   2 24.00     80.00       .00 H   1920.00        .00        .00      15.00     541.48
                          12/20/98  123205   2 *0.00      8.00       .00 H   4400.00        .00        .00      15.00    1780.50

   TOTALS FOR    6000 RAITT/BONNIE                      88.00       .00    10320.00        .00        .00      45.00    3916.88


                GRAND TOTALS                        1048.00     11.50    33800.00     319.50     150.00     731.00   10628.26
```

15. W-2 Forms

This report allows you to add or change the employer's name and address to be printed on the W-2 forms, add or change the state abbreviations, and print the W-2 forms. You can select either single or double-wide W-2 forms.

```
DS06303S        PAYROLL W-2'S          DIM11 DATA                Date mm/dd/yy
Rev11.0.3                                                        Port  37
                                                                 Store 01


    1. Add/Change Employers W2 Name & Address

    2. Add/Change State Abbreviations

    3. Print W2 Forms, Report, or Text File









Enter Option (E=End):
```

1. Add/Change Employer's W-2 Name & Address

Select **1** if you wish to add or change the employer's name and address to be printed on the W-2 forms. The computer displays:

```
DS06303S        PAYROLL W-2'S          DIM11 DATA                Date mm/dd/yy
Rev11.0.3                                                        Port  37

Add/Change Employers W2 Name & Address



Store:  1

Employer's Name: ABC LUMBER CO._____________________

        Address: 1234 SOUTH MAIN STREET
                 ANYTOWN, USA
                 88888
```

Change the displayed name and address if needed. Press **Tab** to skip over a field. When done, the computer asks:

```
 <Ent> = Accept   <Esc> = Change
```

Press **Enter** to accept the changes. Doing so changes the information in the Payroll Variable File. Return to the first screen. Or press **Esc** to change them again.

2. Add/Change State Abbreviations

Select **2** if you wish to add or change any state abbreviations (including Puerto Rico and US Virgin Islands) to be printed on the W-2 forms. The computer displays:

```
DS06303S        PAYROLL W-2'S          DIM11 DATA                Date mm/dd/yy
Rev11.0.3                                                        Port  37
                                                                 Store 01
Add/Change State Abbreviations


Store   State                  Abbreviation

   1       1    WISCONSIN             QI
```

The program displays only state codes, which are assigned to employees in the Employee Master File (PM1.D). The first code found is displayed along with its description. You are allowed to enter a new 2-character state code. If no change is required, press **Enter** and the computer displays:

```
 <Ent> = Accept   <Esc> = Change
```

Press **Enter** to accept the change. Doing so changes the information in the Payroll Variable File. The next state code is displayed and you are allowed to change it as well. Repeat until all state codes have been accepted or changed. Return to the first screen. Or press **Esc** to change them again.

3. Print W-2 Forms, Report, or Text File

Select **3** when you are ready to print the W-2 forms and/or report. Or you can print the data to a text file to be printed at a later date. The computer displays:

```
DS06303S        PAYROLL W-2'S          DIM11 DATA                Date mm/dd/yy
Rev11.0.3                                                        Port  37
    1. Input Parameters
          Print Order:                                 2  Alphabetic
          Beginning Employee
          Ending    Employee                 ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
          Store Number   (0=All)                      0
          EIC Deduction code for BOX 9               0
          Dependent Care Code for Box 10             0
          401K - W2 Code for BOX 13                  D
          Print   1) W2 Forms                        1
                  2) W2 Report
                  3) Text File
          Print W2's One at a Time  (Y/N)            N
          Date Selection (For Year To Date)          1
              1. Paid Thru Date
              2. Check Date
          Beginning Year Date  (MMDDYY)          10101
          Ending    Year Date  (MMDDYY)         123101
          Copies                                     1
          Report Date                           mmddyy


<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Print Order:
1. Numerically
2. Alphabetically
3. Social Security #

Enter **1** to print in employee number order, **2** for alphabetical order, or **3** for Social Security # order.

Beginning Employee

Depending on the selected print order, enter the first employee number, name, or Social Security # to include.

Ending Employee

Enter the ending employee number, name, or Social Security # to include.

Reprint Only. No Subtotals (Y/N)

Enter **Y** if you are reprinting the W-2 forms but do not wish to print the subtotals page. Or enter **N** if you wish to include the subtotals.

EIC Deduction Code for BOX 9

EIC deductions are handled electronically so they can print on the W-2 form. Only one deduction code should be used for EIC throughout the entire year. Like any other automatic deduction, the code itself must not be changed during the year. The deduction amount and frequency may be changed in the employee record in PM1.D. The deduction should be set up as a negative deduction in the employee record so that it adds back to the paycheck. Be sure to enter the EIC deduction code in this field to print it on the W-2.

401K - W2 Code for Box 13

Enter the 1-letter code used for the 401K deduction, if any. The codes are listed in the instructions on the back of the

W-2 form. Check with your CPA or system manager if you are unsure what code to enter here. Most companies use "D" for the 401K code so the system defaults to it. Box 13 on the form will contain this code and the total of the deferred deductions (deduction type 1).

Print: 1) W2 Forms
2) W2 Report
3) Text File

Enter **1** to print the W-2 forms, **2** to print the W-2 report, or **3** to print the information to a text file so you can print the W-2 forms and/or report at a later date.

Print W-2's One at a Time (Y/N)

If you selected to print the W-2 forms, enter **Y** if you wish to print them one at a time. Or enter **N** if you wish to print them all for the selected range of employees.

Date Selection (For Year to Date)
1. Paid Thru Date
2. Check Date

Enter **1** to use the paid thru date or **2** for the check date for year-to-date values. ** You will most likely print by check date. If you have a Paid Thru Date of 12/30/yy and a Check Date of 01/02/yy, printing by Paid Thru Date will <u>not</u> pick up the last check.

Beginning Year Date

Enter the beginning date of the desired year.

Ending Year Date

Enter the ending date of the desired year.

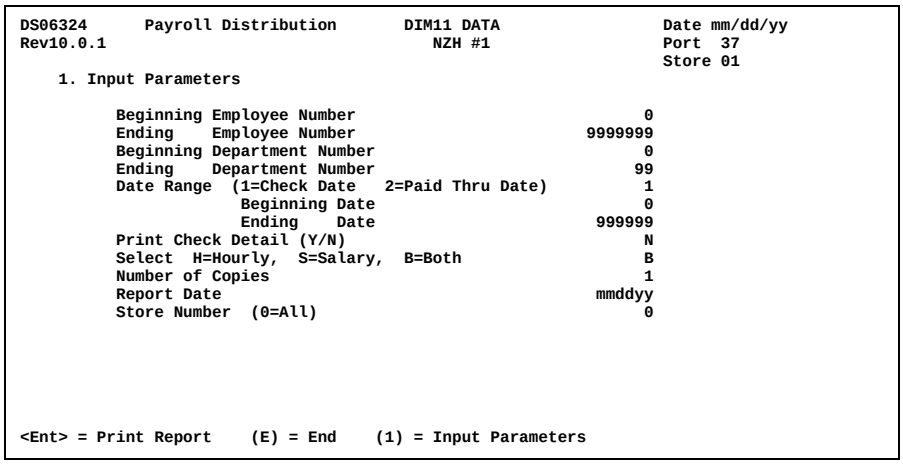
☞ **NOTE:** When printing forms electronically in the MMREF format (Magnetic Media Reporting and Electronic Filing), do not compress print**.**

16. Payroll Distribution

This report shows how the payroll was distributed year-to-date showing columns of the following information:

Regular hours
Regular pay
Overtime hours
Overtime pay
Other pay
Gross pay

Then it prints lines for regular pay, holiday pay, sick pay, vacation pay, etc. The report is totaled by employee and department, then by Worker's Comp Code and store.



```
DS06324      Payroll Distribution       DIM11 DATA                Date mm/dd/yy
Rev10.0.1                                  NZH #1                  Port  37
                                                                   Store 01
    1. Input Parameters

          Beginning Employee Number                            0
          Ending    Employee Number                      9999999
          Beginning Department Number                          0
          Ending    Department Number                         99
          Date Range  (1=Check Date   2=Paid Thru Date)         1
                       Beginning Date                          0
                       Ending    Date                     999999
          Print Check Detail (Y/N)                             N
          Select  H=Hourly,  S=Salary,  B=Both                 B
          Number of Copies                                     1
          Report Date                                     mmddyy
          Store Number  (0=All)                                0




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range (1=Check Date 2=Paid Thru Date) — Enter **1** if you wish to print by check date range or **2** to print by paid thru date range.

Print Check Detail (Y/N) — Enter **Y** if you wish to print the detail of each check in the selected employee and date ranges. Detail includes the check number and check date for each check for each selected employee. Or enter **N** to print the totals for each selected employee only.

Select H=Hourly S=Salary B=Both — Enter **H** if you wish to include only hourly employees, **S** for only salary employees, or **B** for both.

SAMPLE PAYROLL DISTRIBUTION
Print Check Detail = N

```
mm/dd/yy      PAYROLL DISTRIBUTION REPORT                ABC COMPANY                                                DS06324
13:30:13                                                                                                            PAGE 0001

   EMP-NO EMPLOYEE NAME                                          REG HRS   REG PAY    OVT HRS   OVT PAY  OTHER PAY      GROSS

DEPT  1  SALARIES DEPT1       WORKMANS COMP CODE  3  CLERICAL
       1 NUMERO UNO                                             210.00   2100.00                        25.00    2125.00
                                                  VACATION       80.00    800.00                                  800.00
                                                  SICK           30.00    300.00                       100.00     400.00
     2400 DENVER/JOHN                                           160.00   2560.00                                 2560.00
                                                  VACATION       40.00    640.00                                  640.00
     3200 IDOL/BILLY                                            200.00   4400.00       7.50    247.50            4647.50
     4000 LENNON/JOHN                                                    5000.00                                 5000.00
     5000 NELSON/WILLIE                                          80.00   5600.00                        25.00    5625.00
     6000 RAITT/BONNIE                                                   2000.00                                 2000.00

       1 DEPT TOTAL                                             650.00  21660.00       7.50    247.50      50.00  21957.50
                                                  VACATION      120.00   1440.00                                 1440.00
                                                  SICK           30.00    300.00                       100.00     400.00


DEPT  2  SALARIES DEPT2       WORKMANS COMP CODE  2  YARD EMPLOYEES
     1800 BROOKS/GARTH                                          240.00   2880.00       4.00     72.00            2952.00
     6000 RAITT/BONNIE                                           80.00   7920.00                                 7920.00
                                                  HOLIDAY         8.00    400.00                                  400.00

       2 DEPT TOTAL                                             320.00  10800.00       4.00     72.00           10872.00
                                                  HOLIDAY         8.00    400.00                                  400.00


WORKMANS COMP CODE    DESCRIPTION        PAYTYPE                    REG HRS   REG PAY    OVT HRS   OVT PAY  OTHER PAY      GROSS

                2     YARD EMPLOYEES     HOURLY                     320.00  10800.00       4.00     72.00           10872.00
                                         HOURLY  HOLIDAY              8.00    400.00                                  400.00
                      TOTAL                                         328.00  11200.00       4.00     72.00           11272.00

                3     CLERICAL           HOURLY                     650.00  21660.00       7.50    247.50      50.00  21957.50
                                         HOURLY  VACATION           120.00   1440.00                                 1440.00
                                         HOURLY  SICK                30.00    300.00                       100.00     400.00
                                         HOURLY  HOLIDAY
                      TOTAL                                         800.00  23400.00       7.50    247.50     150.00  23797.50


STR  1  ABC CO.                                                    1128.00  34600.00      11.50    319.50     150.00  35069.50

                      GRAND TOTAL                                  1128.00  34600.00      11.50    319.50     150.00  35069.50
```

Print Check Detail = Y

mm/dd/yy PAYROLL DISTRIBUTION REPORT ABC COMPANY DS06324
14:41:58 PAGE 0001

EMP-NO	EMPLOYEE NAME	CHECK NO	DATE		REG HRS	REG PAY	OVT HRS	OVT PAY	OTHER PAY	GROSS
DEPT 1	SALARIES DEPT1	WORKMANS COMP CODE 3 CLERICAL								
1	NUMERO UNO	82205	08/21/98		50.00	500.00			25.00	525.00
		82205	08/21/98	SICK	30.00	300.00			100.00	400.00
		110498	11/04/98		80.00	800.00				800.00
		120998	12/09/98		80.00	800.00				800.00
		123198	12/20/98	VACATION	80.00	800.00				800.00
	EMPLOYEE TOTAL				210.00	2100.00			25.00	2125.00
				VACATION	80.00	800.00				800.00
				SICK	30.00	300.00			100.00	400.00
2400	DENVER/JOHN	82208	08/21/98		40.00	640.00				640.00
		82208	08/21/98	VACATION	40.00	640.00				640.00
		110501	11/04/98		80.00	1280.00				1280.00
		123201	12/20/98		40.00	640.00				640.00
		123201	12/20/98	HOLIDAY						
	EMPLOYEE TOTAL				160.00	2560.00				2560.00
				VACATION	40.00	640.00				640.00
3200	IDOL/BILLY	82209	08/21/98		80.00	1760.00	7.50	247.50		2007.50
		110502	11/04/98		80.00	1760.00				1760.00
		123202	12/20/98		40.00	880.00				880.00
	EMPLOYEE TOTAL				200.00	4400.00	7.50	247.50		4647.50
4000	LENNON/JOHN	123203	12/20/98			5000.00				5000.00
5000	NELSON/WILLIE	82210	08/21/98			2000.00			25.00	2025.00
		110503	11/04/98		80.00	1600.00				1600.00
		123204	12/20/98			2000.00				2000.00
	EMPLOYEE TOTAL				80.00	5600.00			25.00	5625.00
6000	RAITT/BONNIE	82211	08/21/98			2000.00				2000.00
1	DEPT TOTAL				650.00	21660.00	7.50	247.50	50.00	21957.50
				VACATION	120.00	1440.00				1440.00
				SICK	30.00	300.00			100.00	400.00
DEPT 2	SALARIES DEPT2	WORKMANS COMP CODE 2 YARD EMPLOYEES								
1800	BROOKS/GARTH	82207	08/21/98		80.00	960.00				960.00
		110500	11/04/98		80.00	960.00				960.00
		123200	12/20/98		80.00	960.00	4.00	72.00		1032.00
		223198	12/31/98							
	EMPLOYEE TOTAL				240.00	2880.00	4.00	72.00		2952.00
6000	RAITT/BONNIE	82211	08/21/98			2000.00				2000.00
		110504	11/04/98		80.00	1920.00				1920.00
		123205	12/20/98			4000.00				4000.00
		123205	12/20/98	HOLIDAY	8.00	400.00				400.00
	EMPLOYEE TOTAL				80.00	7920.00				7920.00
				HOLIDAY	8.00	400.00				400.00
2	DEPT TOTAL				320.00	10800.00	4.00	72.00		10872.00
				HOLIDAY	8.00	400.00				400.00

WORKMANS COMP CODE	DESCRIPTION	PAYTYPE		REG HRS	REG PAY	OVT HRS	OVT PAY	OTHER PAY	GROSS
2	YARD EMPLOYEES	HOURLY		320.00	10800.00	4.00	72.00		10872.00
		HOURLY	HOLIDAY	8.00	400.00				400.00
	TOTAL			328.00	11200.00	4.00	72.00		11272.00
3	CLERICAL	HOURLY		650.00	21660.00	7.50	247.50	50.00	21957.50
		HOURLY	VACATION	120.00	1440.00				1440.00
		HOURLY	SICK	30.00	300.00			100.00	400.00
		HOURLY	HOLIDAY						
	TOTAL			800.00	23400.00	7.50	247.50	150.00	23797.50
ABC CO.				1128.00	34600.00	11.50	319.50	150.00	35069.50
	GRAND TOTAL			1128.00	34600.00	11.50	319.50	150.00	35069.50

17. Payroll Deduction Report

This option allows you to design a report showing up to 4 columns of deduction information for each selected employee. You can select which deduction to print in which column. This report prints the following information:

Employee number and name
Check number
Check date
Column 1 - Deduction description and amount
Column 2 - Deduction description and amount
Column 3 - Deduction description and amount
Column 4 - Deduction description and amount

A total is shown for each employee as well as a grand total for the entire report. This report can be printed in employee number or name order.

> ☞ **NOTE:** You must supply at least 1 deduction code to print this report.

```
DS06318       Payroll Deduction Report       DIM11 DATA           Date mm/dd/yy
Rev10.0.1                                                         Port  37
   1. Input Parameters                                            Store 01
          Report Order                    1
          Beginning Employee No           0
          Ending    Employee No     9999999
          Clmn 1 Ded Code  (1-99)         0
          Clmn 2 Ded Code  (1-99)         0
          Clmn 3 Ded Code  (1-99)         0
          Clmn 4 Ded Code  (1-99)         0
          Date Range Option               1
            1) Check Date
            2) Paid Thru Date
          Beginning Date(mmddyy)          0
          Ending    Date(mmddyy)     999999
          Print Detail (Y/N)              Y
          Number of Copies                1
          Store Number     (0=All)        0
          Report Date                mmddyy
          Select Optional Field  (Y/N)    N
           ************  REPORT ORDER  ***************
           1) Employee Number     2) Employee Name

<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Report Order: Toward the bottom of the screen, a list of report order options is displayed. Enter the number corresponding to the order you wish for this report:

```
      ************ Report Order ************
      1) Employee Number         2) Employee Name
```

Clmn 1 Ded Code (1-99) Enter the deduction code to be shown in the first column. Deduction codes are set up in the Variable File for Payroll. After selecting a code, the corresponding description is also displayed. If the computer displays **********, you entered an invalid deduction code.

Clmn 2 Ded Code (1-99) Enter the deduction code for the second column.

Clmn 3 Ded Code (1-99) Enter the deduction code for the third column.

Clmn 4 Ded Code (1-99)
Enter the deduction code for the fourth column.

Date Range Option
1) Check Date
2) Paid Thru Date
Enter **1** if you wish to print in check date range order, **2** for paid thru date.

Beginning Date (mmddyy)
Enter the first date you wish to include according to the selected date range (see above).

Ending Date (mmddyy)
Enter the last date you wish to include according to the selected date range (see above).

Print Detail (Y/N)
Enter **Y** if you wish to include the detail of deductions taken from each check on separate lines. Or enter **N** to print the totals only.

SAMPLE PAYROLL DEDUCTION REPORT

mm/dd/yy STR: PAYROLL DEDUCTION REPORT ABC COMPANY DS06318
12:54:19 PAGE 0001

EMP-NO	NAME		CHECK NO	CHCK DATE	PENSION	GARNISHMENT	UNITED WAY	CREDIT UNION
1800	BROOKS/GARTH		82207	8/21/98			100.00	50.00
			110500	11/04/98			100.00	50.00
			123200	12/20/98			100.00	50.00
		EMPLOYEE TOTAL:					300.00	150.00
2400	DENVER/JOHN		82208	8/21/98	5.00		4.00	
			110501	11/04/98	5.00		4.00	
			123201	12/20/98	5.00		4.00	
		EMPLOYEE TOTAL:			15.00		12.00	
3200	IDOL/BILLY		82209	8/21/98		10.00		
			110502	11/04/98		10.00		
			123202	12/20/98		10.00		
		EMPLOYEE TOTAL:				30.00		
5000	NELSON/WILLIE		82210	8/21/98	10.00	5.00		
			110503	11/04/98	10.00	5.00		
			123204	12/20/98	10.00	5.00		
		EMPLOYEE TOTAL:			30.00	15.00		
6000	RAITT/BONNIE		82211	8/21/98			10.00	5.00
			110504	11/04/98			10.00	5.00
			123205	12/20/98			10.00	5.00
		EMPLOYEE TOTAL:					30.00	15.00
		GRAND TOTAL:			45.00	45.00	342.00	165.00

18. Retirement Report

This report prints gross wages, amount deducted (deduction code entered in the input parameters), and the employer's contribution (also entered in the input parameters as a percentage of gross).

```
DS06323       Payroll Retirement Report       DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                        Port  37
   1. Input Parameters                                           Store 01
          Report Order                      1
          Beginning Employee No             0
          Ending    Employee No       9999999
          Quarter 1 Ending Date         33102
          Quarter 2 Ending Date         63002
          Quarter 3 Ending Date         93002
          Quarter 4 Ending Date        123102
          Date Range Option                 1
            1) Check Date
            2) Paid Thru Date
          Beginning Date                    0
          Ending    Date                999999
          Store Number     (0=All)          0
          State Number     (0=All)          0
          Company's Percentage          .0000
          Retirement Deduction Code         0
          Number of Copies                  1
          Report Date                  mmddyy
           ************  Report Order  ***************
           1) Employee Number     2) Employee Name
<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range Option
1) Check Date
2) Paid Thru Date

Enter **1** if you wish to print by check date range or **2** to print by paid thru date range.

State Number (0=All)

Enter the state number you wish to include on the report. Or enter **0** to include all states.

Company's Percentage

Enter the employer's contribution as a percentage of gross (up to 99.9999 digits). This is used in calculating the information on the report. Changing this percentage changes the outcome of the calculation.

SAMPLE RETIREMENT REPORT

```
mm/dd/yy      STR:ALL       PAYROLL RETIREMENT REPORT      ABC COMPANY                                                    DS06323
14:14:19                  COMPANY'S PERCENTAGE: 4.0000                                                                   PAGE 0001

EMPLOYEE          EMPLOYEE            SOC SEC #       GROSS     WAGES        **EMPLOYEE DONATIONS**          EMPLOYEE    COMPANY
 NUMBER             NAME                              WAGES    SUBJECT  1ST QTR  2ND QTR  3RD QTR  4TH QTR     TOTAL      TOTAL

   1800 BROOKS/GARTH                 474-92-6211    2952.00                                          1000.00    1000.00

   2400 DENVER/JOHN                  455-12-3221    3200.00    3200.00                     5.00     10.00      15.00     128.00

   5000 NELSON/WILLIE                474-90-1230    5625.00    5625.00                    10.00     20.00      30.00     225.00


STORE TOTALS

  1   ABC COMPANY                                  11777.00    8825.00                            1030.00    1045.00     353.00
                                                                                          15.00

                              TOTALS               11777.00    8825.00                            1030.00    1045.00     353.00
                                                                                          15.00
```

19. YTD by Department

This report summarizes year-to-date gross, taxes, and 401K and cafeteria deductions. It is listed by department and by employee within the department. The report prints department and grand totals. This information comes from the PM1.D file.

```
DS06321      Payroll YTD Totals by Dept      DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                       Port  37
                                                                Store 01

    1. Input Parameters

          Beginning Department                0
          Ending    Department               99
          Beginning Employee Number           0
          Ending    Employee Number      9999999
          State Number  (0=All)               0
          Store Number  (0=All)               0
          Number of Copies                    1









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

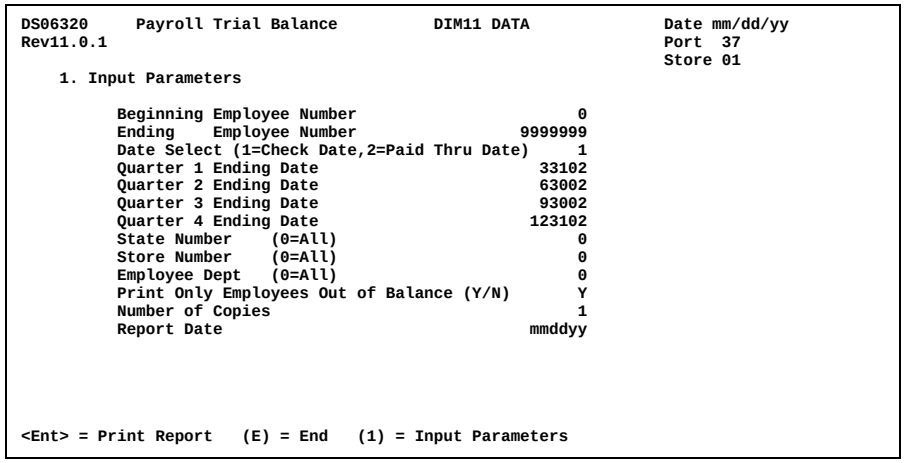
State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

SAMPLE YTD BY DEPARTMENT

```
mm/dd/yy        STORE 01          YEAR-TO-DATE PAYROLL REPORT BY DEPT          ABC COMPANY                    DS06321
14:34:08                                                                                                    PAGE 0001

 EMP #           EMPLOYEE NAME          YTD GROSS   SOC.SEC.   MEDICARE   FEDERAL     STATE      LOCAL     401K  CAFETERIA

DEPT      1          SALARIES DEPT2

      1   NUMERO UNO                      4245.00     263.19      61.55     482.12     136.54
   2400   DENVER/JOHN                     3200.00     197.47      46.19     506.38     166.22
   3200   IDOL/BILLY                      4647.50     286.91      67.10     584.80     201.01
   4000   LENNON/JOHN                     5000.00     310.00      72.50    1185.56     404.38
   5000   NELSON/WILLIE                   5625.00     346.27      80.99     663.19     286.43     200.25

DEPT. TOTALS            1                22717.50    1403.84     328.33    3422.05    1194.58     200.25

DEPT      2          SALARIES DEPT2

   1800   BROOKS/GARTH                    2952.00     183.02      42.80     256.17      99.21
   6000   RAITT/BONNIE                   10320.00     639.84     149.64    2466.19     661.21

DEPT. TOTALS            2                13272.00     822.86     192.44    2722.36     760.42

GRAND TOTALS                             35989.50    2226.70     520.77    6144.41    1955.00     200.25
```

20. Payroll Trial Balance

This report compares accumulated quarterly and YTD figures from PM1.D with detail from PM2.D. Warnings are printed if discrepancies are found. This is a good report for reconciling and troubleshooting, especially at year end.


DS06320 Payroll Trial Balance DIM11 DATA Date mm/dd/yy
Rev11.0.1 Port 37
Store 01
1. Input Parameters
Beginning Employee Number 0
Ending Employee Number 9999999
Date Select (1=Check Date,2=Paid Thru Date) 1
Quarter 1 Ending Date 33102
Quarter 2 Ending Date 63002
Quarter 3 Ending Date 93002
Quarter 4 Ending Date 123102
State Number (0=All) 0
Store Number (0=All) 0
Employee Dept (0=All) 0
Print Only Employees Out of Balance (Y/N) Y
Number of Copies 1
Report Date mmddyy
<Ent> = Print Report (E) = End (1) = Input Parameters

Special and Unique Input Parameters

Date Select (1=Check Date 2=Paid Thru Date) — Enter **1** if you wish to print by check date range or **2** to print by paid thru date range.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Employee Dept (0=All) — Enter the department number you wish to include on the report. Or enter **0** to include all departments.

Print Only Employees Out of Balance (Y/N) — Enter **Y** if you wish to print only employees who are out of balance. Or enter **N** to include all employees.

SAMPLE PAYROLL TRIAL BALANCE
Print Only Employees Out of Balance = N
Page 1

```
mm/dd/yy        PAYROLL TRIAL BALANCE REPORT                    ABC LUMBER COMPANY                              DS06320
10:38:15                                                                                                        PAGE 0001

   QTR 1 ENDING DATE: 03/31/99    QTR 2 ENDING DATE: 06/30/99     QTR 3 ENDING DATE: 09/30/99    QTR 4 ENDING DATE: 12/31/99

   5000 NELSON/WILLIE                      YTD          QTR 1          QTR 2          QTR 3          QTR 4   STR: 1  STATE: 1
YTD INFO                   GROSS PAY     2400.00        2400.00
                           SS FICA        148.80         183.60
                           MEDICARE        34.80          (QTR totals in SS Fica)
                           FEDERAL        238.97         238.97
                           STATE           33.90          33.90
                           DED CD 1        21.00
                           DED CD 2        10.00
CHECK INFO   BATCH       SEQ CHK DT  PD DT QTR     GROSS       FICA   MEDICARE    FEDERAL      STATE   --DEDUCTION-   --DEDUCTION-
          PR012899       152  12899  12899   1   1600.00      99.20      23.20     179.56      22.96    1     10.00    2      5.00
          PR0217         157  21899  21599   1    800.00      49.60      11.60      59.41      10.94    1     11.00    2      5.00

   6000 RAITT/BONNIE                       YTD          QTR 1          QTR 2          QTR 3          QTR 4   STR: 1  STATE: 1
YTD INFO                   GROSS PAY     4680.00        4680.00
                           SS FICA        288.30         355.74
                           MEDICARE        67.44          (QTR totals in SS Fica)
                           FEDERAL        784.55         784.55
                           STATE           78.46          78.46
                           DED CD 3        30.00
                           DED CD 4        15.00
CHECK INFO   BATCH       SEQ CHK DT  PD DT QTR     GROSS       FICA   MEDICARE    FEDERAL      STATE   --DEDUCTION-   --DEDUCTION-
          PR012899       153  12899  12899   1   1920.00     118.42      27.70     353.40      35.34    3     10.00    4      5.00
          PR0217         158  21899  21599   1    960.00      58.90      13.78     111.35      11.14    3     10.00    4      5.00
          PR022299AB     163  22299  22299   1   1800.00     110.98      25.96     319.80      31.98    3     10.00    4      5.00
```

Page 2

```
mm/dd/yy        PAYROLL TRIAL BALANCE REPORT                    ABC LUMBER COMPANY                              DS06320
10:38:15                                                                                                        PAGE 0002

   QTR 1 ENDING DATE: 03/31/99    QTR 2 ENDING DATE: 06/30/99     QTR 3 ENDING DATE: 09/30/99    QTR 4 ENDING DATE: 12/31/99


REPORT TOTALS:                             YTD          QTR 1          QTR 2          QTR 3          QTR 4

         GROSS PAY                      7080.00        7080.00

         SS FICA  W/H                    437.10         437.10

         MEDICARE W/H                    102.24         102.24

         FEDERAL  W/H                   1023.52        1023.52

         STATE    W/H                    112.36         112.36

         PENSION                          21.00          21.00

         GARNISHMENT                      10.00          10.00

         CAFETERIA                        30.00          30.00
```

Page 3

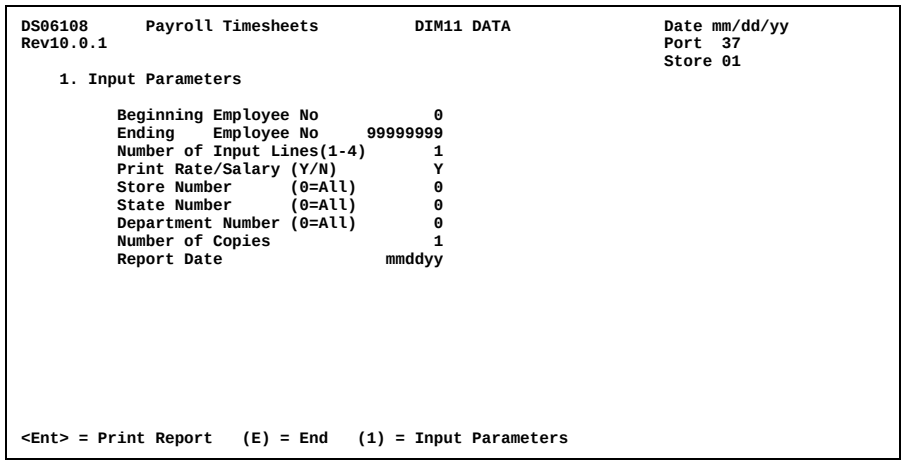
```
mm/dd/yy        PAYROLL TRIAL BALANCE REPORT                    ABC LUMBER COMPANY                              DS06320
10:38:15                                                                                                        PAGE 0003

   QTR 1 ENDING DATE: 03/31/99    QTR 2 ENDING DATE: 06/30/99     QTR 3 ENDING DATE: 09/30/99    QTR 4 ENDING DATE: 12/31/99


         CREDIT UNION                     15.00          15.00
```

Payroll Entry Reports

21. Payroll Timesheets

This report is used as a worksheet from which to enter payroll input. It is printed in employee number order showing the following:

Employee number and name
Department
Marital status
Exemptions (federal, state, local)
Rate/salary
Regular hours
Overtime hours
Overtime code
Other pay code and amount
Deductions (codes and amounts)



```
DS06108      Payroll Timesheets          DIM11 DATA              Date mm/dd/yy
Rev10.0.1                                                        Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Employee No            0
          Ending    Employee No     99999999
          Number of Input Lines(1-4)       1
          Print Rate/Salary (Y/N)          Y
          Store Number      (0=All)        0
          State Number      (0=All)        0
          Department Number (0=All)        0
          Number of Copies                 1
          Report Date                 mmddyy









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Number of Input Lines (1-4) — Enter the number of lines you wish to appear for each employee on the time sheet, up to 4. See the following sample reports.

Print Rate/Salary (Y/N) — Enter **Y** if you wish to print the employee's rate/salary as entered in PM1.D on the first line. Or enter **N** to not print the rate/salary.

State Number (0=All) — Enter the state number you wish to include on the report. Or enter **0** to include all states.

Department Number (0=All) — Enter the department number you wish to include on the report. Or enter **0** to include all departments.

SAMPLE PAYROLL TIMESHEETS
Number of Input Lines = 1
Print Rate/Salary = Y

mm/dd/yy PAYROLL TIMESHEETS (PM1.D) ABC COMPANY DS06108
14:56:10 PAGE 0001

EMP-NO	NAME	DEPT	M	EXEMPTNS FD/ST/LC	RATE/SAL	REG-HRS	OT-CD	OT-HRS	- OTHER PAY - CODE	AMOUNT	------- DEDUCTIONS -------- CODE	AMOUNT	CODE	AMOUNT
1	NUMERO UNO	1	S	1/ 1/ 1	10.00									
1800	BROOKS/GARTH	2	M	3/ 3/ 0	12.00									
2400	DENVER/JOHN	1	S	0/ 0/ 0	16.00									
3200	IDOL/BILLY	1	S	4/ 4/ 0	22.00									
5000	NELSON/WILLIE	1	M	2/ 2/ 0	20.00									
6000	RAITT/BONNIE	2	S	1/ 1/ 0	24.00									

Number of Input Lines = 4
Print Rate/Salary = Y

mm/dd/yy PAYROLL TIMESHEETS (PM1.D) ABC COMPANY DS06108
14:56:57 PAGE 0002

EMP-NO	NAME	DEPT	M	EXEMPTNS FD/ST/LC	RATE/SAL	- OTHER PAY - REG-HRS	OT-CD	OT-HRS	CODE	AMOUNT	------- DEDUCTIONS -------- CODE	AMOUNT	CODE	AMOUNT
1	NUMERO UNO	1	S	1/ 1/ 1	10.00									
1800	BROOKS/GARTH	2	M	3/ 3/ 0	12.00									
2400	DENVER/JOHN	1	S	0/ 0/ 0	16.00									
3200	IDOL/BILLY	1	S	4/ 4/ 0	22.00									
5000	NELSON/WILLIE	1	M	2/ 2/ 0	20.00									
6000	RAITT/BONNIE	2	S	1/ 1/ 0	24.00									

22. Check Summary

After selecting the date range of checks (either by check date or paid thru date), this option prints a report in employee number order showing a summary of all checks written during the date range. The following totals are shown for each employee in the range:

Regular hours	Total deductions (other than taxes)
Overtime hours	Federal
Regular earnings	FICA
Overtime earnings	State
Other pay	Local
Gross pay	Net pay

The report totals show department detail for the selected checks and total taxes and deductions with their corresponding G/L account numbers. It also shows total other pay, number of checks, how many handchecks, and how many voided checks.

```
DS06104D       Payroll Check Summary          DIM11 DATA          Date mm/dd/yy
Rev10.0.1                               NZH #1                     Port  37
                                                                   Store 01

    1. Input Parameters
          Print 1) Numerically  2) Alphabetically                1
          Beginning Employee                                     0
          Ending    Employee                                 9999999
          Date Range  (1=Check Date   2=Paid Thru Date)          1
                       Beginning Date                            0
                       Ending    Date                       999999
          Print Check Detail  (Y/N)                             N
          Number of Copies                                      1
          Report Date                                       mmddyy
          Store Number  (0=All)                                 0




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range
1=Check Date
2=Paid Thru Date

Enter **1** to use the check date or **2** for the paid thru date.

Beginning Date

Enter the beginning check date or paid thru date you wish to include on this report or **Tab** to begin with the first date available.

Ending Date

Enter the ending check date or paid thru date you wish to include on this report or **Tab** to print all remaining dates.

Print Check Detail (Y/N)

Enter **Y** if you wish to print the detail of each check in the selected employee and date ranges. Detail includes 2 lines of information about each check:

> 1st line - Regular hours, overtime hours, regular earnings, overtime earnings, other pay, gross pay, bank number, and check number.
> 2nd line - Total deductions (other than taxes), federal, FICA, state, local, net pay, and check date.

Or enter **N** to print the totals for each selected employee only.

SAMPLE CHECK SUMMARY REPORT
Print Check Detail = N
Page 1

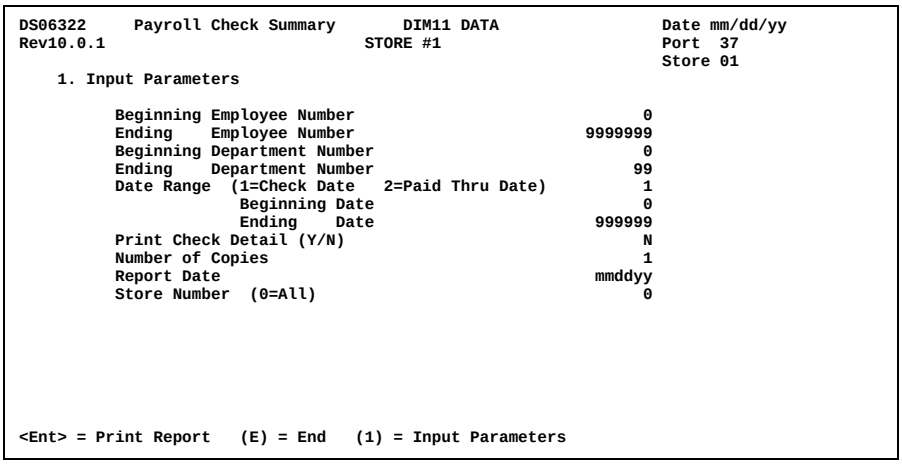
```
mm/dd/yy    PAYROLL CHECK SUMMARY                        ABC COMPANY                                                    DS06104D
14:59:54                                                                                                                PAGE 0001

-------------------------------------------------------------------------------------------------------------------------------
STORE:  ALL  CHECK DATE RANGE:          0 TO 999999
-------------------------------------------------------------------------------------------------------------------------------

 EMP-NO     EMPLOYEE NAME              REG-HRS   OT-HRS            REG-EARN     OT-EARN   OTHER PAY   GROSS PAY
               SOCIAL SECURITY NO.              DEDUCTIONS     FEDERAL        FICA       STATE     LOCAL       NET PAY   # OF CKS

-------------------------------------------------------------------------------------------------------------------------------
      1 NUMERO UNO                    320.00                     3200.00         .00      125.00     3325.00
              123-56-7890                          65.00      374.99      254.36      125.83       .00       2504.82        4
-------------------------------------------------------------------------------------------------------------------------------
   1800 BROOKS/GARTH                  240.00     4.00            2880.00       72.00         .00     2952.00
              474-92-6211                        520.00-     256.17      225.82       99.21       .00       2890.80        4
-------------------------------------------------------------------------------------------------------------------------------
   2400 DENVER/JOHN                   200.00                     3200.00         .00         .00     3200.00
              455-12-3221                          66.00      506.38      243.66      166.22       .00       2217.74        3
-------------------------------------------------------------------------------------------------------------------------------
   3200 IDOL/BILLY                    200.00     7.50            4400.00      247.50         .00     4647.50
              990-89-3131                          30.00      584.80      354.01      201.01       .00       3477.68        3
-------------------------------------------------------------------------------------------------------------------------------
   4000 LENNON/JOHN                                           5000.00         .00         .00     5000.00
              551-89-1122                             .00     1185.56      382.50      404.38       .00       3027.56        1
-------------------------------------------------------------------------------------------------------------------------------
   5000 NELSON/WILLIE                  80.00                     5600.00         .00       25.00     5625.00
              474-90-1230                          45.00      663.19      427.26      286.43    200.25       4002.87        3
-------------------------------------------------------------------------------------------------------------------------------
   6000 RAITT/BONNIE                   88.00                    10320.00         .00         .00   10320.00
              545-82-6542                          45.00     2466.19      789.48      661.21       .00       6358.12        3
-------------------------------------------------------------------------------------------------------------------------------
```

Page 2

```
mm/dd/yy    PAYROLL CHECK SUMMARY                        ABC COMPANY                                                    DS06104D
14:59:54                                                                                                                PAGE 0002


DPT  DESCRIPTION          NUM     REG-HRS       OT-HRS     REG-EARN      OT-EARN    OTHER-PAY        GROSS       G/L NO      PROOF

 01  SALARIES DEPT2        18      800.00         7.50     23400.00       247.50       150.00     23797.50      5112.00
 02  SALARIES DEPT2         8      328.00         4.00     11200.00        72.00          .00     11272.00      5112.00

     TOTALS                26     1128.00        11.50     34600.00       319.50       150.00     35069.50                    .00

     FEDERAL TAX             6037.28     2310.00
     SS FICA TAX             2169.66     2310.00
     MEDICARE TX              507.43     2310.00
     WISCONSIN               1818.46     2321.02
     10% OF FED                17.80     6310.00
     MINNESTOA                200.25     2310.00
       TOTAL TAX            10750.88


     PENSION                  955.00-    2601.00
     GARNISHMENT               45.00     2602.00
     UNITED WAY               342.00     2603.00
     CREDIT UNION             165.00     2604.00
     UNION DUES                91.00     2605.00
     DEDUCTION 6               43.00     2600.00
       TOTAL DEDUCTIONS       269.00-

     TOTAL                  10481.88

     NET PAY                24587.62

     OTHER PAY - 1             50.00
     OTHER PAY - 2            100.00

     TOTAL OTHER PAY          150.00                NO OF CHECKS   21   HAND CHECKS    0   VOIDS      0
```

23. Check Summary by Department

This report is similar to the Check Summary except it is sorted and printed by department.



```
DS06322     Payroll Check Summary       DIM11 DATA                Date mm/dd/yy
Rev10.0.1                             STORE #1                    Port  37
                                                                  Store 01

    1. Input Parameters

          Beginning Employee Number                                    0
          Ending    Employee Number                              9999999
          Beginning Department Number                                  0
          Ending    Department Number                                 99
          Date Range  (1=Check Date   2=Paid Thru Date)                1
                       Beginning Date                                  0
                       Ending    Date                             999999
          Print Check Detail (Y/N)                                     N
          Number of Copies                                             1
          Report Date                                             mmddyy
          Store Number  (0=All)                                        0









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range
1=Check Date
2=Paid Thru Date

Enter **1** to use the check date or **2** for the paid thru date.

Beginning Date

Enter the beginning check date or paid thru date you wish to include on this report or **Tab** to begin with the first date available.

Ending Date

Enter the ending check date or paid thru date you wish to include on this report or **Tab** to print all remaining dates.

Print Check Detail (Y/N)

Enter **Y** if you wish to print the detail of each check in the selected employee and date ranges. Detail includes 2 lines of information about each check:

1st line - Regular hours, overtime hours, regular earnings, overtime earnings, other pay, gross pay, bank number, and check number.
2nd line - Total deductions (other than taxes), federal, FICA, state, local, net pay, and check date.

Or enter **N** to print the totals for each selected employee only.

SAMPLE CHECK SUMMARY BY DEPARTMENT
Print Check Detail = N
Page 1

```
mm/dd/yy    PAYROLL CHECK SUMMARY BY DEPT                ABC COMPANY                                          DS06322
15:03:07                                                 DEPT NO: 1   SALARIES DEPT1                          PAGE 0001

 EMP-NO     EMPLOYEE NAME              REG-HRS   OT-HRS            REG-EARN     OT-EARN   OTHER PAY   GROSS PAY
              SOCIAL SECURITY NO.               DEDUCTIONS     FEDERAL        FICA       STATE     LOCAL       NET PAY   # OF CKS

      1 NUMERO UNO                      360.00                      3600.00         .00      125.00     3725.00
              123-56-7890                             65.00      404.12      284.96      139.00       .00       2831.92        5

   2400 DENVER/JOHN                     200.00                      3200.00         .00         .00     3200.00
              455-12-3221                             66.00      506.38      243.66      166.22       .00       2217.74        3

   3200 IDOL/BILLY                      200.00     7.50             4400.00      247.50         .00     4647.50
              990-89-3131                             30.00      584.80      354.01      201.01       .00       3477.68        3

   4000 LENNON/JOHN                                                5000.00         .00         .00     5000.00
              551-89-1122                               .00     1185.56      382.50      404.38       .00       3027.56        1

   5000 NELSON/WILLIE                    80.00                      5600.00         .00       25.00     5625.00
              474-90-1230                             45.00      663.19      427.26      286.43    200.25       4002.87        3

   1800 BROOKS/GARTH                    400.00    16.45             4800.00      296.10         .00     5096.10
              474-92-6211                             40.00-     421.84      389.84      194.33       .00       4130.09        7

   6000 RAITT/BONNIE                     88.00                     10320.00         .00         .00    10320.00
              545-82-6542                             45.00     2466.19      789.48      661.21       .00       6358.12        3
```

Page 2

```
mm/dd/yy    PAYROLL CHECK SUMMARY BY DEPT                ABC COMPANY                                          DS06322
15:03:07                                                                                                      PAGE 0002

DPT  DESCRIPTION          NUM     REG-HRS       OT-HRS     REG-EARN      OT-EARN    OTHER-PAY        GROSS       G/L NO      PROOF

 01  SALARIES DEPT1        15      840.00         7.50     21800.00       247.50       150.00     22197.50       5112.00
 02  SALARIES DEPT2         10      488.00        16.45     15120.00       296.10          .00     15416.10       5112.00

     TOTALS                 25     1328.00        23.95     36920.00       543.60       150.00     37613.60                      .00

     FEDERAL TAX              6232.08     2310.00
     FICA     TAX             2871.71     2310.00
     WISCONSIN                1926.75     2321.02
     10% OF FED                 17.80     6310.00
     MINNESTOA                 200.25     2310.00
       TOTAL TAX             11248.59

     PENSION                    955.00-    2601.00
     GARNISHMENT                 45.00     2602.00
     UNITED WAY                 642.00     2603.00
     CREDIT UNION               315.00     2604.00
     UNION DUES                 121.00     2605.00
     DEDUCTION 6                 43.00     2600.00
       TOTAL DEDUCTIONS         211.00

     TOTAL                    11459.59

     NET PAY                  26154.01


     OTHER PAY - 1               50.00
     OTHER PAY - 2              100.00

     TOTAL OTHER PAY            150.00                  NO OF CHECKS   25    HAND CHECKS    0    VOIDS    1
```

Print Check Detail = Y
Page 1

mm/dd/yy PAYROLL CHECK SUMMARY BY DEPT ABC COMPANY DS06322
15:04:02 DEPT NO: 1 SALARIES DEPT1 PAGE 0001

EMP-NO	EMPLOYEE NAME / SOCIAL SECURITY NO.	REG-HRS	OT-HRS / DEDUCTIONS	REG-EARN / FEDERAL	OT-EARN / FICA	OTHER PAY / STATE	GROSS PAY / LOCAL	BANK# / NET PAY	CHK-NO / CHECK DATE
1	NUMERO UNO	80.00		800.00	.00	125.00	925.00	1	82205
	123-56-7890		65.00	107.88	70.76	58.86	.00	622.50	08/21/98
1	NUMERO UNO	40.00		400.00	.00	.00	400.00	1	1006
	123-56-7890		.00	29.13	30.60	13.17	.00	327.10	10/06/98
1	NUMERO UNO	80.00		800.00	.00	.00	800.00	1	110498
	123-56-7890		.00	89.13	61.20	8.91	.00	640.76	11/04/98
1	NUMERO UNO	80.00		800.00	.00	.00	800.00	1	120998
	123-56-7890		.00	88.85	61.20	8.89	.00	641.06	12/09/98
1	NUMERO UNO	80.00		800.00	.00	.00	800.00	1	123198
	123-56-7890		.00	89.13	61.20	49.17	.00	600.50	12/20/98
2400	DENVER/JOHN	80.00		1280.00	.00	.00	1280.00	1	82208
	455-12-3221		22.00	211.21	97.54	95.35	.00	853.90	08/21/98
2400	DENVER/JOHN	80.00		1280.00	.00	.00	1280.00	1	110501
	455-12-3221		22.00	211.21	97.54	25.12	.00	924.13	11/04/98
2400	DENVER/JOHN	40.00		640.00	.00	.00	640.00	1	123201
	455-12-3221		22.00	83.96	48.58	45.75	.00	439.71	12/20/98
3200	IDOL/BILLY	80.00	7.50	1760.00	247.50	.00	2007.50	1	82209
	990-89-3131		10.00	297.20	152.81	130.66	.00	1416.83	08/21/98
3200	IDOL/BILLY	80.00		1760.00	.00	.00	1760.00	1	110502
	990-89-3131		10.00	230.70	134.64	27.07	.00	1357.59	11/04/98
3200	IDOL/BILLY	40.00		880.00	.00	.00	880.00	1	123202
	990-89-3131		10.00	56.90	66.56	43.28	.00	703.26	12/20/98
4000	LENNON/JOHN			5000.00	.00	.00	5000.00	1	123203
	551-89-1122		.00	1185.56	382.50	404.38	.00	3027.56	12/20/98
5000	NELSON/WILLIE			2000.00	.00	25.00	2025.00	1	82210
	474-90-1230		15.00	243.68	153.77	132.68	100.75	1379.12	08/21/98
5000	NELSON/WILLIE	80.00		1600.00	.00	.00	1600.00	1	110503
	474-90-1230		15.00	180.13	121.64	23.01	.00	1260.22	11/04/98
5000	NELSON/WILLIE			2000.00	.00	.00	2000.00	1	123204
	474-90-1230		15.00	239.38	151.85	130.74	99.50	1363.53	12/20/98
1800	BROOKS/GARTH	120.00	12.45	1440.00	224.10	.00	1664.10		
	474-92-6211		160.00	165.67	127.30	95.12	.00	1116.01	01/31/98
1800	BROOKS/GARTH	80.00		960.00	.00	.00	960.00	1	82207
	474-92-6211		160.00	60.06	73.44	40.55	.00	625.95	08/21/98
1800	BROOKS/GARTH	32.00		384.00	.00	.00	384.00	1	101598
	474-92-6211		160.00	.00	29.38	.00	.00	194.62	10/15/98
1800	BROOKS/GARTH	8.00		96.00	.00	.00	96.00	1	101599
	474-92-6211		160.00	.00	7.34	.00	.00	71.34-	10/15/98
1800	BROOKS/GARTH	80.00		960.00	.00	.00	960.00	1	110500
	474-92-6211		160.00	60.06	73.44	6.01	.00	660.49	11/04/98
1800	BROOKS/GARTH	80.00	4.00	960.00	72.00	.00	1032.00	1	123200
	474-92-6211		160.00	70.86	78.94	46.13	.00	676.07	12/20/98
1800	BROOKS/GARTH			.00	.00	.00	.00	1	223198
	474-92-6211		1000.00-	65.19	.00	6.52	.00	928.29	12/31/98
6000	RAITT/BONNIE			4000.00	.00	.00	4000.00	1	82211
	545-82-6542		15.00	991.73	306.00	297.17	.00	2390.10	08/21/98
6000	RAITT/BONNIE	80.00		1920.00	.00	.00	1920.00	1	110504
	545-82-6542		15.00	358.73	146.88	35.87	.00	1363.52	11/04/98
6000	RAITT/BONNIE	8.00		4400.00	.00	.00	4400.00	1	123205
	545-82-6542		15.00	1115.73	336.60	328.17	.00	2604.50	12/20/98

Page 2

```
mm/dd/yy    PAYROLL CHECK SUMMARY BY DEPT                ABC COMPANY                                                    DS06322
15:04:02                                                 DEPT NO: 2   SALARIES DEPT2                                   PAGE 0002

DPT  DESCRIPTION          NUM     REG-HRS       OT-HRS     REG-EARN      OT-EARN     OTHER-PAY        GROSS       G/L NO      PROOF

 01  SALARIES DEPT1        15      840.00         7.50     21800.00       247.50       150.00     22197.50      5112.00
 02  SALARIES DEPT2        10      488.00        16.45     15120.00       296.10          .00     15416.10      5112.00

     TOTALS                25     1328.00        23.95     36920.00       543.60       150.00     37613.60                  .00

     FEDERAL TAX             6232.08     2310.00
     FICA    TAX             2871.71     2310.00
     WISCONSIN               1926.75     2321.02
     10% OF FED                17.80     6310.00
     MINNESTOA                200.25     2310.00
       TOTAL TAX            11248.59

     PENSION                   955.00-    2601.00
     GARNISHMENT                45.00     2602.00
     UNITED WAY                642.00     2603.00
     CREDIT UNION              315.00     2604.00




     UNION DUES                121.00     2605.00
     DEDUCTION 6                43.00     2600.00
       TOTAL DEDUCTIONS        211.00

     TOTAL                   11459.59

     NET PAY                 26154.01


     OTHER PAY - 1              50.00
     OTHER PAY - 2             100.00

     TOTAL OTHER PAY           150.00                NO OF CHECKS   25    HAND CHECKS    0    VOIDS    1
```

24. Payroll Batch List by Range

This report allows you to print an edit list by a range of batches. You can enter the beginning and ending batch number and beginning and ending employee number. Then detail from each selected batch will be printed showing:

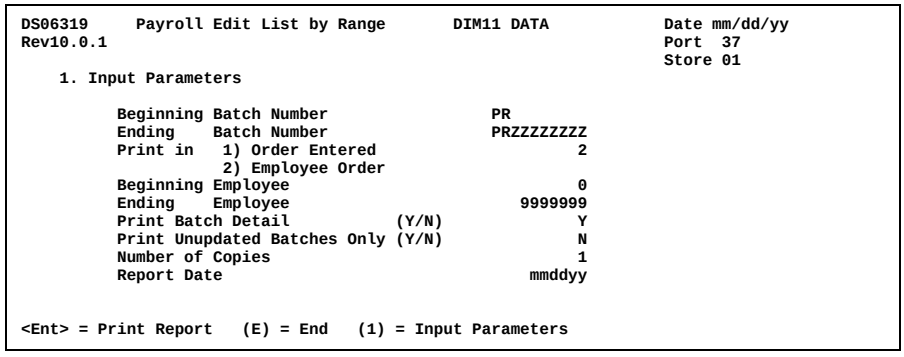
Batch heading
- Batch number
- Paid thru date
- Check date

3 lines of detail for each entry in the batch:

1st Line
- Sequence number
- Employee number and name
- Gross amount
- Total deductions (not including tax withholding)
- Federal
- FICA
- State
- Local
- Net amount

2nd Line
- State number
- Department number
- Rate/salary
- Regular hours
- Overtime hours
- Regular earnings
- Overtime earnings
- Other pay codes and amounts
- Handcheck information

3rd Line
- Deduction codes and amounts



```
DS06319     Payroll Edit List by Range       DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                                       Port  37
                                                                Store 01

    1. Input Parameters

          Beginning Batch Number                PR
          Ending    Batch Number                PRZZZZZZZZZ
          Print in   1) Order Entered                        2
                     2) Employee Order
          Beginning Employee                               0
          Ending    Employee                         9999999
          Print Batch Detail          (Y/N)                Y
          Print Unupdated Batches Only (Y/N)               N
          Number of Copies                                 1
          Report Date                                 mmddyy


<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Beginning Batch Number — Enter the beginning batch code you wish to include on this report or **Tab** to begin with the first batch available.

Ending Batch Number — Enter the ending batch code you wish to include on this report or **Tab** to print all remaining batches.

Print in 1) Order Entered
2) Employee Order

Enter **1** to print the report in entry order or **2** for employee number order.

Print Batch Detail (Y/N)

Enter **Y** if you wish to include detail for each batch. Detail includes the list above. Or enter **N** to not print the detail, just totals.

Print Unposted Batches Only (Y/N)

Enter **Y** if you wish to include only batches, which have not been updated. Or enter **N** to include all batches.

SAMPLE PAYROLL BATCH LIST BY RANGE
Print Batch Detail = Y

```
mm/dd/yy                PAYROLL EDIT LIST (PM2.D)                    ABC COMPANY                                  DS06319
15:15:49                                                                                                          PAGE 0001

    SEQ  EMP-NO NAME                                    GROSS   DEDUCTION     FEDERAL        FICA      STATE      LOCAL          NET
            ST CD    DEPT   RATE/SAL  REG-HRS      OT-HRS    REG-EARN     OT-EARN    ------- OTHER-PAY -------            HAND CK


-------------------------------------------------------------------------------------------------------------------------------------
BATCH: PR012899            PAID THRU DATE: 01/28/99     CHECK DATE: 01/28/99
-------------------------------------------------------------------------------------------------------------------------------------

    149    1800 BROOKS/GARTH                          674.80       22.33       39.60       49.91      15.00        .00        547.96
               3        2       16.87    40.00   H              674.80
                 3 CAFETERIA         22.33
-------------------------------------------------------------------------------------------------------------------------------------
    150    2400 DENVER/JOHN                          1280.00       22.00      208.09       97.61      24.81        .00        927.49
               1        1       16.00    80.00   H             1280.00
                 1 PENSION           5.00    3 CAFETERIA          4.00    5 UNION DUES         7.00    6 DEDUCTION 6         6.00
-------------------------------------------------------------------------------------------------------------------------------------
    151    3200 IDOL/BILLY                           1760.00       10.00      226.55      134.64      26.66        .00       1362.15
               1        1       22.00    80.00   H             1760.00
                 2 GARNISHMENT       10.00
-------------------------------------------------------------------------------------------------------------------------------------
    152    5000 NELSON/WILLIE                        1600.00       15.00      179.56      122.40      22.96        .00       1260.08
               1        1       20.00    80.00   H             1600.00
                 1 PENSION          10.00    2 GARNISHMENT        5.00
-------------------------------------------------------------------------------------------------------------------------------------
    153    6000 RAITT/BONNIE                         1920.00       15.00      353.40      146.12      35.34        .00       1370.14
               1        2       24.00    80.00   H             1920.00
                 3 CAFETERIA         10.00    4 CREDIT UNION       5.00
-------------------------------------------------------------------------------------------------------------------------------------

-------------------------------------------------------------------------------------------------------------------------------------
BATCH: PR013198            PAID THRU DATE:             CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------------------

    165    2400 DENVER/JOHN                          2112.00       22.00      444.17      161.18     159.83        .00       1324.82
               1        1       16.00   120.00   H    8.00     1920.00      192.00
                 1 PENSION           5.00    3 CAFETERIA          4.00    5 UNION DUES         7.00    6 DEDUCTION 6         6.00
-------------------------------------------------------------------------------------------------------------------------------------
    166    3200 IDOL/BILLY                           2464.00       10.00      425.02      187.73     166.04        .00       1675.21
               1        1       22.00   112.00                 2464.00
                 2 GARNISHMENT       10.00
-------------------------------------------------------------------------------------------------------------------------------------

TOTALS:  EMP NUMBERS:      5600   REG-HRS:    232.00    OT HRS:      8.00    OTHER PAY:       .00    NET:    3000.03



-------------------------------------------------------------------------------------------------------------------------------------
BATCH: PR081598            PAID THRU DATE:             CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------------------

    173    2400 DENVER/JOHN                          1604.00       22.00      301.93      122.33     120.46        .00       1037.28
               1        1       16.00    80.00   H   13.50     1280.00      324.00
                 1 PENSION           5.00    3 CAFETERIA          4.00    5 UNION DUES         7.00    6 DEDUCTION 6         6.00
-------------------------------------------------------------------------------------------------------------------------------------

TOTALS:  EMP NUMBERS:      2400   REG-HRS:     80.00    OT HRS:     13.50    OTHER PAY:       .00    NET:    1037.28



-------------------------------------------------------------------------------------------------------------------------------------
BATCH: PR082698            PAID THRU DATE:             CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------------------

    170    1800 BROOKS/GARTH                         1240.26      160.00      102.10       94.88      62.27        .00        821.01
               1        2       12.00    84.68   H   12.45     1016.16      224.10
                 3 CAFETERIA        100.00    4 CREDIT UNION      50.00    5 UNION DUES        10.00
-------------------------------------------------------------------------------------------------------------------------------------
    171    2400 DENVER/JOHN                          1568.00       22.00      291.85      119.57     117.67        .00       1016.91
               1        1       16.00    86.00   H    8.00     1376.00      192.00
                 1 PENSION           5.00    3 CAFETERIA          4.00    5 UNION DUES         7.00    6 DEDUCTION 6         6.00
-------------------------------------------------------------------------------------------------------------------------------------
    172    3200 IDOL/BILLY                           1760.00       10.00      227.90      133.88     111.48        .00       1276.74
               1        1       22.00    80.00                  1760.00
                 2 GARNISHMENT       10.00
-------------------------------------------------------------------------------------------------------------------------------------

-------------------------------------------------------------------------------------------------------------------------------------
BATCH: PR11111             PAID THRU DATE:             CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------------------

TOTALS:  EMP NUMBERS:      7400   REG-HRS:    250.68    OT HRS:     20.45    OTHER PAY:       .00    NET:    3114.66
```

Print Batch Detail = N

```
mm/dd/yy                PAYROLL EDIT LIST (PM2.D)                    ABC COMPANY                                    DS06319
15:17:43                                                                                                            PAGE 0001

    SEQ  EMP-NO NAME                                GROSS   DEDUCTION     FEDERAL        FICA      STATE      LOCAL          NET
           ST CD    DEPT   RATE/SAL  REG-HRS      OT-HRS    REG-EARN     OT-EARN    ------- OTHER-PAY -------           HAND CK

BATCH: PR012899            PAID THRU DATE: 01/28/99     CHECK DATE: 01/28/99
TOTALS:  EMP NUMBERS:     18400   REG-HRS:    360.00    OT HRS:       .00    OTHER PAY:       .00    NET:    5467.82


-------------------------------------------------------------------------------------------------------------------------
BATCH: PR013198            PAID THRU DATE:              CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------


BATCH: PR013198            PAID THRU DATE:              CHECK DATE:
TOTALS:  EMP NUMBERS:      5600   REG-HRS:    232.00    OT HRS:      8.00    OTHER PAY:       .00    NET:    3000.03




BATCH: PR081598            PAID THRU DATE:              CHECK DATE:
TOTALS:  EMP NUMBERS:      2400   REG-HRS:     80.00    OT HRS:     13.50    OTHER PAY:       .00    NET:    1037.28


-------------------------------------------------------------------------------------------------------------------------
BATCH: PR082698            PAID THRU DATE:              CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------


BATCH: PR082698            PAID THRU DATE:              CHECK DATE:
TOTALS:  EMP NUMBERS:      7400   REG-HRS:    250.68    OT HRS:     20.45    OTHER PAY:       .00    NET:    3114.66






-------------------------------------------------------------------------------------------------------------------------
BATCH: PR11598             PAID THRU DATE:              CHECK DATE:
-------------------------------------------------------------------------------------------------------------------------


BATCH: PR11598             PAID THRU DATE:              CHECK DATE:
TOTALS:  EMP NUMBERS:      2400   REG-HRS:     91.00    OT HRS:     11.00    OTHER PAY:       .00    NET:    1102.94

REPORT TOTALS:
TOTALS:  EMP NUMBERS:     40400   REG-HRS:   1173.68    OT HRS:     52.95    OTHER PAY:       .00    NET:   15666.71
```

25. Other Pay Type Hours Report

This report prints other pay type hour information in employee number order. It shows the employee number and name, date (check date or paid thru date), check number, vacation hours, sick hours, holiday hours, up to 3 other pay categories, and a total.

```
DS06328     Other Pay Types Hours Report      DIM11 DATA          Date mm/dd/yy
Rev10.0.2                                                       Port  37
                                                                Store 01

    1. Input Parameters

          Beginning Employee No                      0
          Ending    Employee No                9999999
          Date Range Option                          1
            1) Check Date
            2) Paid Thru Date
          Beginning Date                             0
          Ending    Date                        999999
          Print Detail Lines (Y/N)                   Y
          Number of Copies                           1
          Store Number  (0=All)                      0
          Report Date                           mmddyy
          Select Optional Field (Y/N)                N



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Date Range Option
1) Check Date
2) Paid Thru Date

Enter **1** to use the check date or **2** for the paid thru date.

Beginning Date

Enter the beginning check date or paid thru date you wish to include on this report or **Tab** to begin with the first date available.

Ending Date

Enter the ending check date or paid thru date you wish to include on this report or **Tab** to print all remaining dates.

Print Detail Lines (Y/N)

Enter **Y** if you wish to print the detail lines which include the check number and date (check date or paid thru date) for each occurrence of other pay for each selected employee. Or enter N to print the totals for each selected employee only.

SAMPLE OTHER PAY TYPE HOURS REPORT
Print Detail Lines = Y

```
mm/dd/yy          OTHER PAY TYPES HOURS (PM2.D)                    ABC COMPANY                                    DS06328
13:41:01                                                                                                          PAGE 0001

 EMP-NO          NAME                   DATE     CK NO VACATION   SICK       HOLIDAY    OTHER PAY  OTHER PAY  OTHER PAY     TOTAL
   1800 BROOKS/GARTH                 02/25/98   22598      40.00                                                            40.00
                                     04/15/98   41598                 25.00                                               25.00
            EMPLOYEE TOTALS                                 40.00      25.00                                               65.00

   3200 IDOL/BILLY                   02/15/98   21600      40.00                                                            40.00
                                     05/30/98   53100                 15.00       8.00                                    23.00
            EMPLOYEE TOTALS                                 40.00      15.00       8.00                                    63.00

               GRAND TOTALS                                 80.00      40.00       8.00                                   128.00
```

Print Detail Lines = N

```
mm/dd/yy          OTHER PAY TYPES HOURS (PM2.D)                    ABC COMPANY                                    DS06328
13:42:05                                                                                                          PAGE 0001

 EMP-NO          NAME                                    VACATION   SICK       HOLIDAY    OTHER PAY  OTHER PAY  OTHER PAY     TOTAL
   1800 BROOKS/GARTH                                         40.00      25.00                                               65.00
   3200 IDOL/BILLY                                           40.00      15.00       8.00                                    63.00

               GRAND TOTALS                                 80.00      40.00       8.00                                   128.00
```

26. Print Unupdated P/R Batches

This report looks through all payroll batches and prints the following information if they are not updated:

Batch number
Total gross
Number of employees
Updated (Y or N)

Or you can print this information for all batches whether or not they have been updated.

```
DS06110       Payroll Batch List         DIM11 DATA              Date mm/dd/yy
Rev10.0.1                                                        Port  37
                                                                 Store 01

    1. Input Parameters

          Type of Records to Print                 1
              1 = Unupdated Batches Only
              2 = All Batches
          Number of Copies                         1
          Report Date                         mmddyy









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Type of Records to Print
1=Unupdated Batches Only
2=All Batches

Enter **1** if you wish to print batches, which have not been updated yet. Or enter **2** to print all batches.

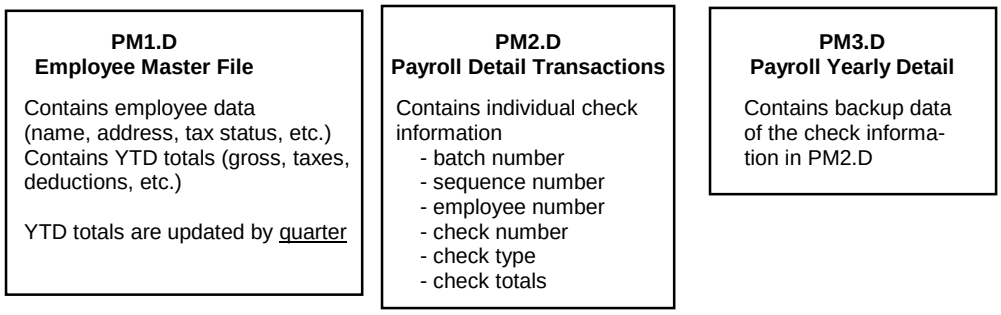
SAMPLE UNUPDATED P/R BATCH LIST

```
mm/dd/yy  PAYROLL BATCHES(PM2)       ABC COMPANY                  DS06110
15:22:04                                                          PAGE 0001

BATCH #     TOTAL GROSS  # EMPLOYEES  UPDATED
PR013198        4576.00         2        N
PR081598        1604.00         1        N
PR082698        4568.26         3        N
PR11111         2629.60         2        N
PR11598         1720.00         1        N
```

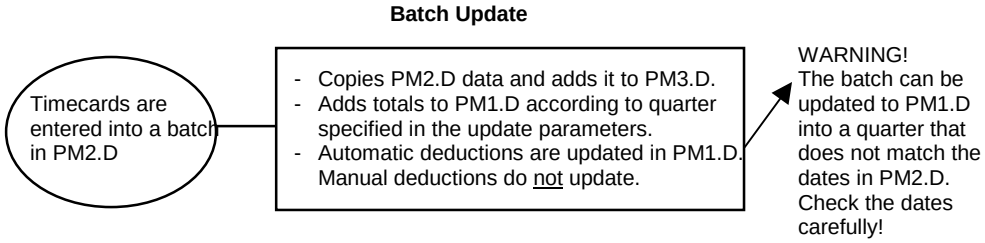
Trouble Shooting for Payroll Reports

Payroll Files

Information entered through the payroll process flows through the payroll files as shown below:



Enter Payroll Data


Batch Update
Timecards are entered into a batch in PM2.D
- Copies PM2.D data and adds it to PM3.D.
- Adds totals to PM1.D according to quarter specified in the update parameters.
- Automatic deductions are updated in PM1.D. Manual deductions do not update.
WARNING!
The batch can be updated to PM1.D into a quarter that does not match the dates in PM2.D. Check the dates carefully!

Commonly Asked Questions

"My quarterly reports won't balance."

Most of the quarterly reports get their information from PM2.D, Payroll Detail Transactions. The input parameters for the reports include an option to print by check date or by paid through date. This is important. When the system reads through PM2.D gathering information for the report, it is looking at either the check date or the paid through date depending on what was entered in the input parameters. If you update your batch based on check date and then print a report based on paid through date, the report is incorrect. Print the report both ways and compare report totals. Nine times out of ten, the problem is solved.

"The Payroll Trial Balance is out of balance."

This report is useful because it compares the PM1.D totals with the PM2.D detail. If the Payroll Trial Balance is out of balance for every employee, it's probably the check date vs. paid through date issue. Print the report again but change that input parameter.

If the Payroll Trial Balance is out of balance on automatic deductions only, it's probably because a manual deduction was made and the automatic deduction was set up later.

"I voided a payroll check and now the reports are wrong, especially the Payroll Trial Balance."

A common mistake in voiding payroll checks or a batch of checks is to use the same check number as in the original entry. This creates a duplicate key and one of the checks doesn't print on the report. It's also possible to enter a handcheck in a batch and then print checks using the same number. Use Special Maintenance for PM2.D to change the check number, then reindex PM2.D. Print the report again.

CAUTION!! We recommend that you use the original check number with a 9 or 99 in front when voiding or backing out a check or a batch of checks. Actually, any number that will not be used again that year is fine.

"An employee is not printing on a quarterly report or W-2."

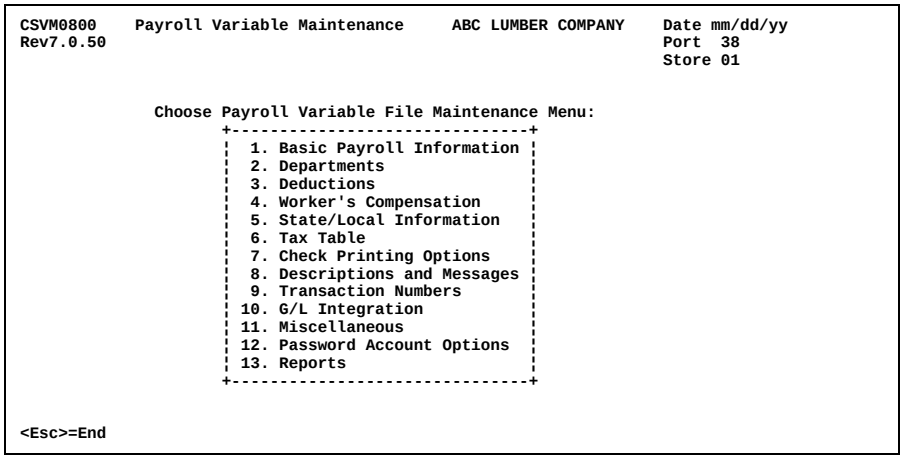
An employee may have been deleted from PM1.D instead of entering a termination date. The employee will need to be added back in with YTD totals in all applicable PM1.D fields. Try printing the report again.

CAUTION!! It is never necessary to delete a terminated employee. Merely enter a termination date in PM1.D and the Payroll year end update will automatically delete employees with a termination date.

SECTION 3: Payroll Variable File

This section presents information on the Variable File for Payroll. The Variable File is the area of the Dimensions system that contains variables to customize certain options that deal with payroll procedures.

When you select **P/R Variable File** from the **Payroll Menu**, another menu is displayed:



Each menu selection goes to another screen or another menu of more options. The following section is organized according to this menu. Each screen is displayed and its purpose is defined.

It is assumed you have read the *Getting Started Manual* and know how to move through menus. See Chapter 2, *System Training.*

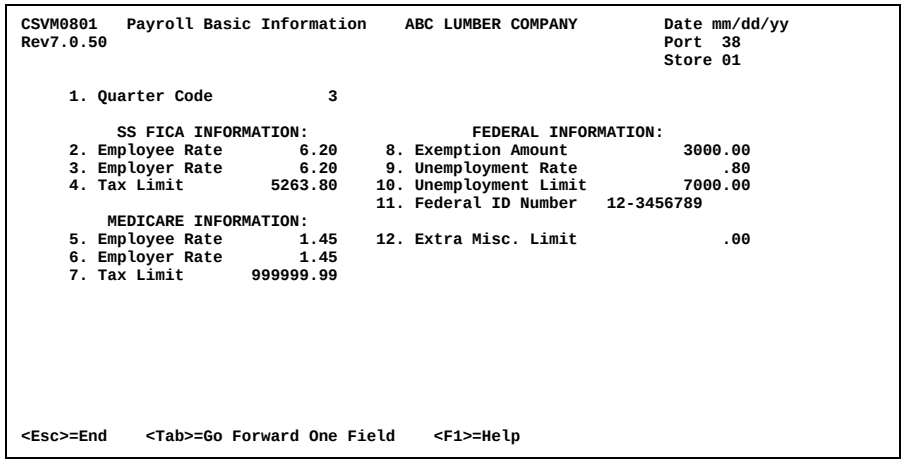
On-Line Help

Each field contains an on-line help screen which explains the purpose and function of each field. On the Dimensions system, position the cursor on any field in the Payroll Variable File and press **F1** (function key 1) to access the help screen. Use the arrow keys to move through the help screen. When done with the help, press **Esc** and you are returned to the data field.

In addition to standard help, you can develop custom help for any field in the Payroll Variable File. Refer to the *Getting Started Manual*, Chapter 2, *System Training.*

1. Basic Payroll Information

This screen allows you to set up basic information used throughout the Payroll system such as quarter code, Social Security FICA tax rate and limit, Medicare tax rate and limit, federal exemption amount, rate and limit, and the federal employee ID number.


CSVM0801 Payroll Basic Information ABC LUMBER COMPANY Date mm/dd/yy
Rev7.0.50 Port 38
Store 01
1. Quarter Code 3
SS FICA INFORMATION:
2. Employee Rate 6.20
3. Employer Rate 6.20
4. Tax Limit 5263.80
MEDICARE INFORMATION:
5. Employee Rate 1.45
6. Employer Rate 1.45
7. Tax Limit 999999.99
FEDERAL INFORMATION:
8. Exemption Amount 3000.00
9. Unemployment Rate .80
10. Unemployment Limit 7000.00
11. Federal ID Number 12-3456789
12. Extra Misc. Limit .00
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

NOTES:

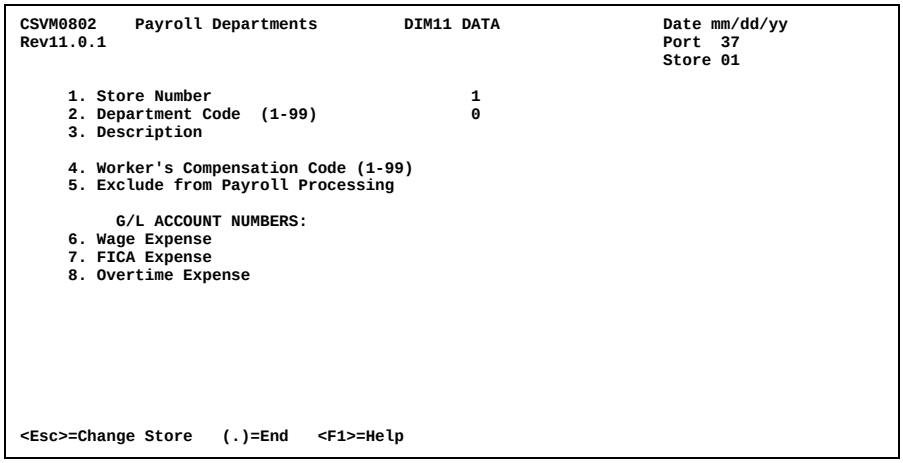
1. The Quarter Code (field 1) is maintained manually and must be changed prior to updating the first payroll of the quarter.

2. FICA Tax Limit is the total amount of tax to be withheld, not wages.

3. Federal Unemployment Limit (FUTA) is the wage limit, not amount of taxes to be withheld.

2. Departments

This screen allows you to enter department descriptions, G/L account numbers, and worker's comp codes. Departments are used to group certain kinds of employees such as salary vs. wage or yard vs. clerical vs. management.



NOTES:

3. Deductions

There are 4 methods of deductions:

0 = Flat amount
1 = % of gross
2 = Washington WC
3 = Other

Method 2 is used for worker's comp insurance in Washington and Oregon which is based on hours rather than wages. Method 3 is custom or user-defined.

In addition, there are 7 deduction types:

0 = Normal
1 = 401K (FICA only)
2 = SDI (totals prints on W-2)
3 = Cafeteria/125 Plan. Deferred and deducted. No taxes are taken out.
4 = Cafeteria 125 Plan. Deferred and not deducted. No taxes are taken out.
For example, employer pays medical insurance.
5 = Washington WC (also for Oregon – based on hours, not wages). Breaks out employer's portion and deducts from employer. Deduction Method must be 2.
6 = Memo only. Not deferred, not deducted.
7 = User-Defined

```
CSVM0803    Payroll Deductions         DIM11 DATA                Date mm/dd/yy
Rev11.0.1                                                        Port  37
                                                                 Store 01

     1. Store Number                          1
     2. Deduction Code  (1-99)                0
     3. Description

     4. Deduction Method
     5. Deduction Type
     6. Direct Deposit    (Y/N)
     7. Print Totals on Check Register (Y/N)

     8. Deduction G/L Account









<Esc>=Change Store    (.)=End    <F1>=Help
```

NOTES:

Deductions for 401K and cafeteria/125 plans must always be automatic, never manually entered during payroll processing. Their codes and their order in PM1.D must not be changed during the year in order for the W-2 reporting to be accurate.

Earned Income Credit

This is a special situation where employees qualify for a rebate over and above any taxes they might have had withheld. They may request that the anticipated rebate be added to their paychecks. This is handled through a negative payroll deduction. Sometimes it can be set up as a flat amount, but sometimes it has to be calculated each pay period and entered manually. See the following example.

- Set up a deduction code with type 7.

- The deduction amount can be entered as a flat negative amount per pay period in PM1.D in the employee's record or it can be manually calculated and entered with each check.

- If the employee is having -0- tax deducted, set the federal exemptions in PM1 at 99. That way -0- tax will calculate and the EIC will show up as a negative deduction.

- Enter the EIC deduction code (for example, **20**) in the input parameters when you print W-2 forms (**EIC Deduction Code for BOX 9**).

```
CSVM0803    Payroll Deductions         DIM11 DATA                Date mm/dd/yy
Rev11.0.1                                                        Port  37
                                                                 Store 01

     1. Store Number                          1
     2. Deduction Code  (1-99)               20
     3. Description            E.I.C.

     4. Deduction Method                      0   FLAT AMOUNT
     5. Deduction Type                        7   USER DEFINED
     6. Direct Deposit    (Y/N)
     7. Print Totals on Check Register (Y/N) N

     8. Deduction G/L Account          2600.01  PAYROLL DEDUCTIONS

          DEDUCTION TYPE 7 INFORMATION:
     9. Taxable for Federal      (Y/N)       N
    10. Taxable for FICA         (Y/N)       N
    11. Taxable for State/Local  (Y/N)       N




(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

4. Worker's Compensation

This screen allows you to enter worker's compensation codes and rates.

```
CSVM0804    Payroll Worker's Comp     ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.1                                                          Port  38
                                                                  Store 01

     1. Store Number                          1
     2. Worker's Comp Code  (1-99)            0
     3. Description

     4. Employer's Rate
     5. Limit
     6. Overtime Exemption  (Y/N)

     7. Employee's Rate
        (Wash./Ore. States Only)




<Esc>=Change Store   (.)=End   <F1>=Help
```

NOTES:

Sample for Washington State

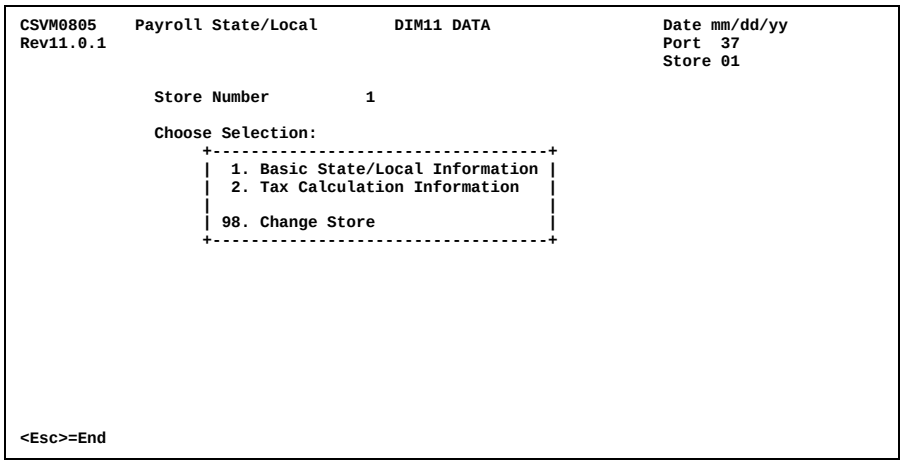
```
CSVM0804    Payroll Worker's Comp     ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.1                                                          Port  39
                                                                  Store 01

     1. Store Number                          1
     2. Worker's Comp Code  (1-99)           10
     3. Description           Washington WC

     4. Employer's Rate               82.50000
     5. Limit                              .00
     6. Overtime Exemption  (Y/N)

     7. Employee's Rate
        (Wash./Ore. States Only)        .82500




(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

1. Employer's Rate – Enter the employer's portion of worker' compensation as a percentage. For example, **82.50000** will be calculated as .825%.

2. Employee's Rate – Enter the employee's rate to be deducted from the employee's earnings. Enter it as a decimal, not a percentage. For example, **.825** for 8¼%.

5. State/Local Information

This menu is displayed after selecting **5** for **State/Local Information** from the **Payroll Variable File Maintenance Menu**:



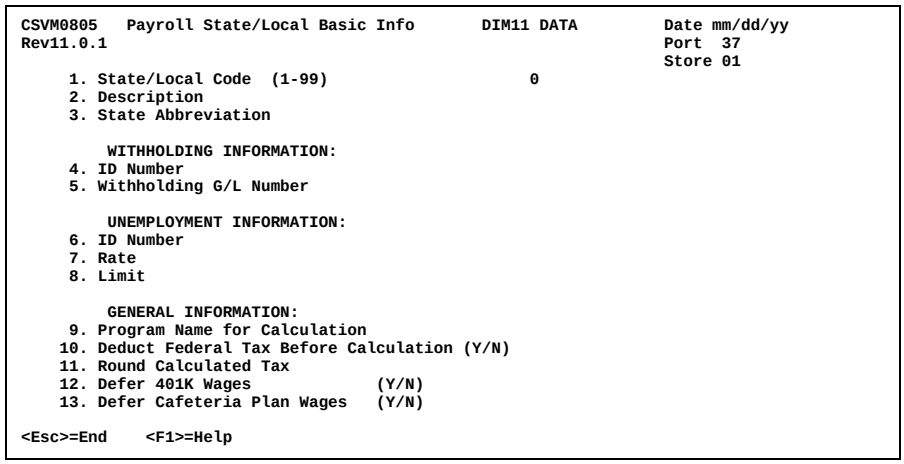
There are 2 parts to setting up a state or local tax, entering the basic information(5-1) and entering the tax calculation information (5-2). In addition, if the tax requires a tax table, that must also be set up. See 6, Tax Table.

5-1. Basic State/Local Information

Each employee is assigned a state/local code as part of their employee information in the Payroll Master File (PM1.D). You can have up to 99 state/local tax codes. This screen allows you to enter state and/or local tax information such as state ID number, G/L liability account number, method of tax calculation, and state unemployment information (SUTA ID number, rate, limit). This screen also holds the program name used for calculating state tax.

Not all states have income tax. Of those that do, some use tax tables like the federal tax tables, some use a straight percentage, and some use a combination of the two. The most complicated state taxes are in California and Missouri. See examples of these two states in Appendix B.

Very few localities (cities, counties) actually have local income tax. Some states (such as California), however, have worker's comp insurance (state disability insurance-SDI) which requires a tax table. So it is entered as a local income tax. See an example of SDI in Appendix B also.



```
CSVM0805   Payroll State/Local Basic Info       DIM11 DATA         Date mm/dd/yy
Rev11.0.1                                                         Port  37
                                                                  Store 01
     1. State/Local Code  (1-99)                     0
     2. Description
     3. State Abbreviation

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number

         UNEMPLOYMENT INFORMATION:
     6. ID Number
     7. Rate
     8. Limit

         GENERAL INFORMATION:
     9. Program Name for Calculation
    10. Deduct Federal Tax Before Calculation (Y/N)
    11. Round Calculated Tax
    12. Defer 401K Wages             (Y/N)
    13. Defer Cafeteria Plan Wages   (Y/N)

<Esc>=End    <F1>=Help
```

NOTES:

9. Program Name for Calculation: DS06410 (all state and local tax codes use this program)

5-2. Tax Calculation Information

You must first enter the basic information for state/local codes before entering the tax calculation. This screen allows you to indicate how the state/local tax is to be calculated. There are 6 different methods of calculating state/local tax:

1 = Tax Table
2 = Flat Tax
3 = Percent of Gross (less deferred)
4 = Percent of Gross
5 = Percent of Federal
6 = Percent of State

Depending on which method is selected, the screen displays different fields. See the following examples.

1 = Tax Table

A corresponding tax table must be entered in option 6, Tax Table, for State/Local Code 3 (one for single and one for married).

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)            3
     2. Description             CO MARRIED 99
     3. Tax Method                          1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:            MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       2750.00    11. Deduction Amount              .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation           (Y/N)  Y        Calculation           (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  Y        Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit            .00
     8. Deduction Amount           .00
     9. Deduct Before Tax
        Calculation           (Y/N)
    10. Multiply Deduction by
        Withholding Allowance (Y/N)

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

2 = Flat Tax

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)           11
     2. Description             TEST FLAT TAX
     3. Tax Method                          2
     4. Flat Amount for Tax                .00  <----------


         MISCELLANEOUS DEDUCTION 1:            MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount                  11. Deduction Amount
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation           (Y/N)           Calculation           (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)           Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit
     8. Deduction Amount
     9. Deduct Before Tax
        Calculation           (Y/N)
    10. Multiply Deduction by
        Withholding Allowance (Y/N)

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

3 = Percent of Gross (less deferred)

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)           12
     2. Description             3=% OF GROSS
     3. Tax Method                          3
     4. Percent Amount for Tax            .00  <----------
     5. Not Used                          .00
     6. Misc Deduction Limit              .00  <----------









<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

4 = Percent of Gross (California SDI)

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)           13
     2. Description             CA SDI
     3. Tax Method                          4
     4. Percent Amount for Tax            .00  <----------
     5. Not Used                          .00
     6. Misc Deduction Limit              .00  <----------









<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

5 = Percent of Federal

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)            1
     2. Description             WISCONSIN____
     3. Tax Method                          5
     4. Percent Amount for Tax          10.00  <----------









<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

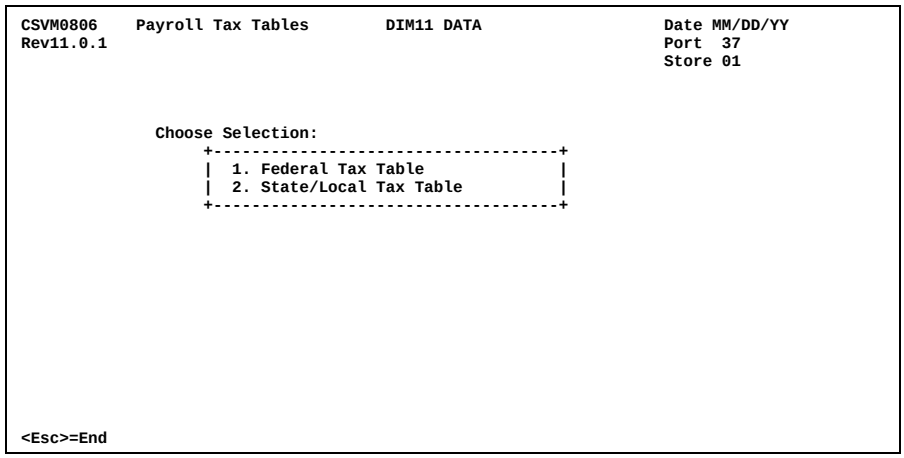
6 = Percent of State

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  40
                                                                  Store 01

     1. State/Local Code  (1-99)            1
     2. Description              WISCONSIN
     3. Tax Method                          6
     4. Percent Amount for Tax          10.00  <----------


         MISCELLANEOUS DEDUCTION 1:            MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount                   11. Deduction Amount
     6. Deduct Before Tax                  12. Deduct Before Tax
        Calculation           (Y/N)            Calculation           (Y/N)
     7. Multiply Deduction by              13. Multiply Deduction by
        Withholding Allowance (Y/N)           Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:        14. Annual Misc. Limit
     8. Deduction Amount
     9. Deduct Before Tax
        Calculation           (Y/N)
    10. Multiply Deduction by
        Withholding Allowance (Y/N)

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

NOTES:

6. Tax Table

This menu is displayed after selecting **6** for **Tax Table** from the **Payroll Variable File Maintenance Menu**:



Use the first part to set up the federal table and the second part to set up state and/or local tables.

6-1. Federal Tax Table

This option allows you to set up the annual federal tax table that is used to calculate federal income tax (FIT) table. This tax is calculated from the employee's withholding status (married or single) and the number of exemptions which is kept in the Employee Master File (PM1.D) for each employee.

The data on this table comes from the Circular E notice for the annual pay period. This information is likely to change each year, so maintenance on this table is done yearly.

See an example of the FIT calculation in NOTES.

Single – 2002

```
CSVM0806   Federal Payroll Tax Table     DIM2002 DATA              Date mm/dd/yy
Rev7.0.50                                                        Port  36
                                                                 Store 01

   1. Marital Status           S  SINGLE

                                          WITHHOLDING    WITHHOLDING
    LINE  WAGES OVER   BUT NOT OVER         AMOUNT       PERCENTAGE
      1      2650.00        8550.00            .00           10.00
      2      8550.00       29650.00         590.00           15.00
      3     29650.00       64820.00        3755.00           27.00
      4     64820.00      142950.00       13250.90           30.00
      5    142950.00      308750.00       36689.90           35.00
      6    308750.00     9999999.99       94719.90           38.60
      7          .00            .00            .00             .00
      8          .00            .00            .00             .00
      9          .00            .00            .00             .00
     10          .00            .00            .00             .00
     11          .00            .00            .00             .00
     12          .00            .00            .00             .00
```

Married – 2002

```
CSVM0806   Federal Payroll Tax Table     DIM2000 DATA              Date mm/dd/yy
Rev7.0.50                                                        Port  36
                                                                 Store 01

    1. Marital Status           M   MARRIED

                                          WITHHOLDING    WITHHOLDING
    LINE  WAGES OVER   BUT NOT OVER         AMOUNT       PERCENTAGE
      1      6450.00       18450.00            .00           10.00
      2     18450.00       51550.00        1200.00           15.00
      3     51550.00      109700.00        6165.50           27.00
      4    109700.00      176800.00       21865.50           30.00
      5    176800.00      311900.00       41995.50           35.00
      6    311900.00     9999999.99       89280.50           38.60
      7          .00            .00            .00             .00
      8          .00            .00            .00             .00
      9          .00            .00            .00             .00
     10          .00            .00            .00             .00
     11          .00            .00            .00             .00
     12          .00            .00            .00             .00
```

The information for Circular E, can be found at the Internal Revenue Service's web site at: http://ftp.fedworld.gov/pub/irs-pdf/p15.pdf

NOTES:

This is the tax calculation that a CPA would use, working form the Circular E. It is the same calculation that the payroll program uses.

Sam makes $11.50 per hour and worked 42.5 hours. He is married and claims 3 exemptions. The company pays weekly.

Current Gross Wages:				
40 hrs @	11.50 =	460.00		
2.5 hrs @	11.50 x 1.5 =	43.13	(time-and-a half for over 40 hrs)	
Gross Wages		503.13		
Gross Wages Annualized:				
Current Gross		503.13		
Times Pay Periods Per Year		x 52	From employee's record in PM1.D	
Annualized Gross		26,162.76		
Tax Calculation:				
Annualized Gross			26,162.76	
Less Std. Deduction (3 x 2700)			-8,100.00	From Basic Payroll Information
Taxable Wages			18,062.76	
Less "OVER" from Tax Table			-6,450.00	
Net			11,612.76	
Times % (from Tax Table)		x	.15	
Annualized Tax			1,741.91	
Divided by Pay Periods Per Year		/	52	From employee's record in PM1.D
FIT to Withhold			33.50	

NOTES:

6-2. State/Local Tax Table

This option allows you to set up the annual state and/or local income tax table. Only states that use the tax table method need to be entered here. This tax is calculated from the employee's withholding status (married or single) and the number of exemptions which is kept in the Employee Master File (PM1.D) for each employee.

The data on this table comes from the State Tax Commission for the annual pay period. This information is likely to change each year, so maintenance on this table is done yearly.

A table needs to be entered for each marital status (single and married). The State/Local Code must correspond to the code entered in State/Local Information.

Single

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  38
                                                                  Store 01

     1. Marital Status           S   SINGLE
     2. State/Local Code (1-99)  0

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1
       2
       3
       4
       5
       6
       7
       8
       9
      10
      11
      12


<Esc>=End
```

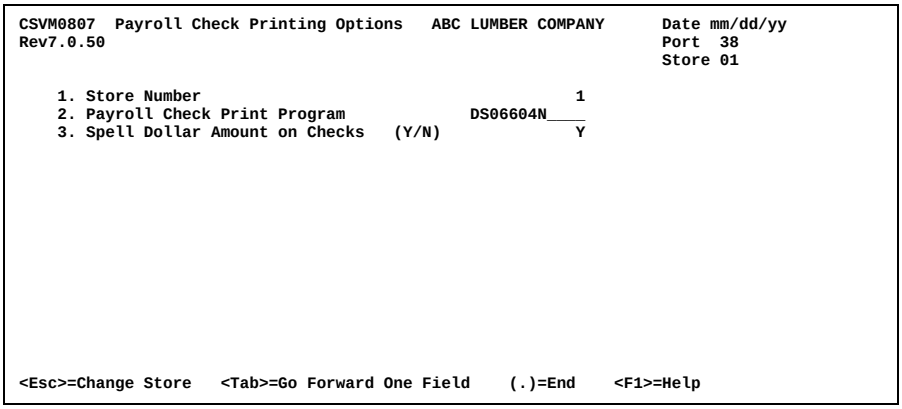
Married

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev11.0.1                                                         Port  38
                                                                  Store 01

     1. Marital Status           M   MARRIED
     2. State/Local Code (1-99)  0

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1
       2
       3
       4
       5
       6
       7
       8
       9
      10
      11
      12


<Esc>=End
```

NOTES:

7. Check Printing Options

This screen allows you to enter the program name use wish to use for printing payroll checks. It also allows you to determine if you wish the dollar amount to be spelled out on the printed checks.


CSVM0807 Payroll Check Printing Options ABC LUMBER COMPANY Date mm/dd/yy
Rev7.0.50 Port 38
Store 01
1. Store Number 1
2. Payroll Check Print Program DS06604N____
3. Spell Dollar Amount on Checks (Y/N) Y
<Esc>=Change Store <Tab>=Go Forward One Field (.)=End <F1>=Help

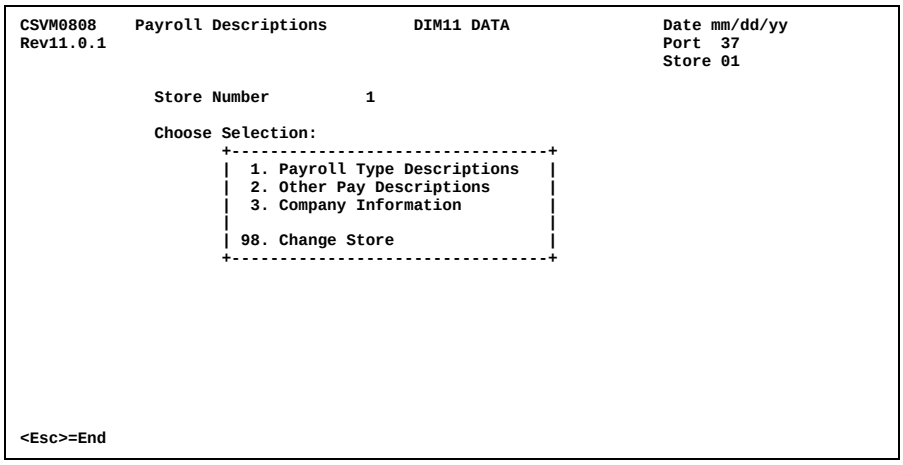
NOTES:

Refer to the following table of printers and program names for printing checks.

PROGRAM	PRINTERS	FEATURES
DS06600	Oki 182, 192, 292	Not compressed for non-standard printers. 1st check ejected.
DS06603	Oki 182, 192, 292	No bold voucher headings. Compress check protect.
DS06604	Oki 182, 192, 292	Bold voucher headings and compress check protect (standard).
DS06604N	Oki 182, 192, 292	No 1st check eject.
DS06604P	Oki 393	No 1st check eject.
DS06604S	Oki 2410	Same as DS06604.
DS06605	Oki 2410	Compress check protect.
DS06605I	IBM Oki 2410	Same as DS06605.

8. Descriptions and Messages

This menu is displayed after selecting **8** for **Descriptions and Messages** from the **Payroll Variable File Maintenance Menu**:

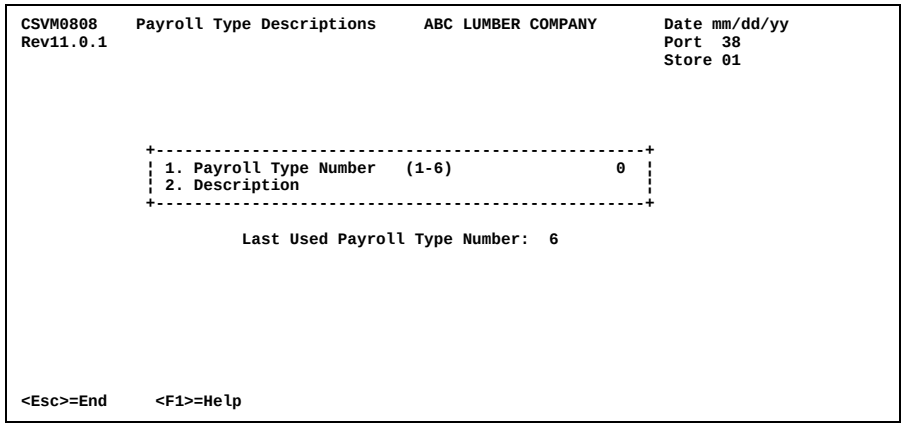


The next 3 parts describe these options.

8-1. Payroll Type Descriptions

Payroll types allow you to define up to 6 different types of pay which can be tracked by entering the number of hours for a specific type of pay. For example, holiday, vacation, sick, personal time. This is different from “other pay” which is entered a lump sum rather than calculating the hours x rate. Payroll types are shown on payroll reports so the number of hours paid for certain types can be tracked.

This screen allows you to define the payroll type numbers and descriptions.


CSVM0808 Payroll Type Descriptions ABC LUMBER COMPANY Date mm/dd/yy
Rev11.0.1 Port 38
Store 01
1. Payroll Type Number (1-6) 0
2. Description
Last Used Payroll Type Number: 6
<Esc>=End <F1>=Help

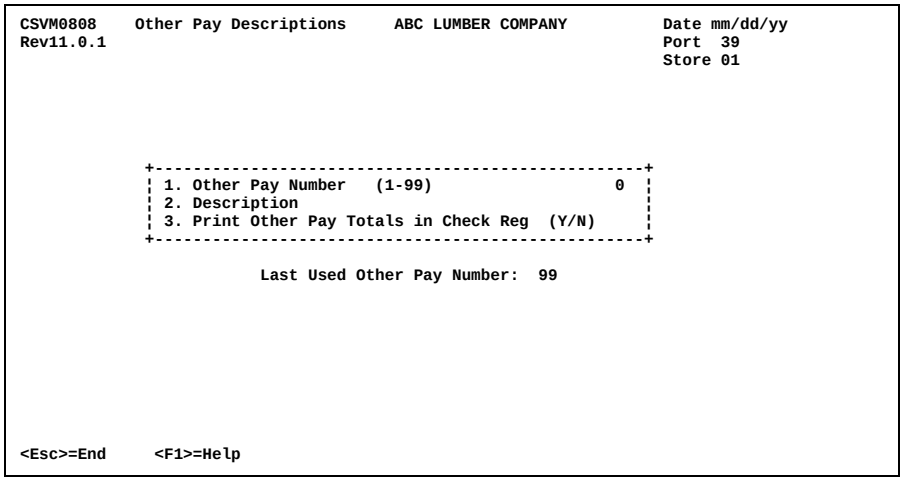
NOTES:

8-2. Other Pay Descriptions

Other pay codes define types of pay other than regular (hourly and salary) or overtime such as commission, bonus, and incentive pay which are paid as a lump sum without requiring hours/rate to be entered. If you wish to track hours for other pay, use the payroll type descriptions which are defined under Payroll Type Descriptions on the previous menu.

During Process payroll, up to 3 other pay codes and amounts can be entered on a timecard for an employee. Taxes will be figured on the total of regular earnings, overtime earnings, and other pay.

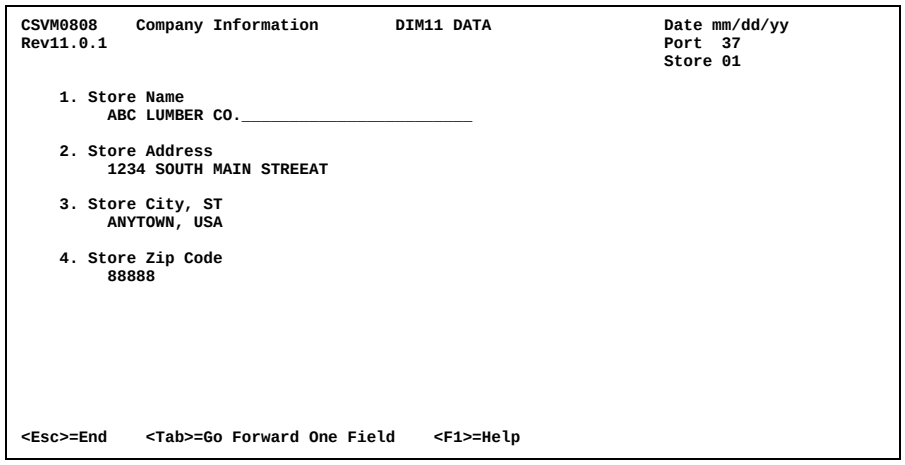
This screen allows you to enter up to 99 different other pay codes. Each type of other pay is assigned a code number and description. You can also specify whether or not to have the other pay type have totals printed on the check register.


CSVM0808 Other Pay Descriptions ABC LUMBER COMPANY Date mm/dd/yy
Rev11.0.1 Port 39
Store 01
1. Other Pay Number (1-99) 0
2. Description
3. Print Other Pay Totals in Check Reg (Y/N)
Last Used Other Pay Number: 99
<Esc>=End <F1>=Help

NOTES:

8-3. Company Information

This screen allows you to enter the company information to be printed in W-2 forms. This information can be changed at the time of printing W-2 forms.

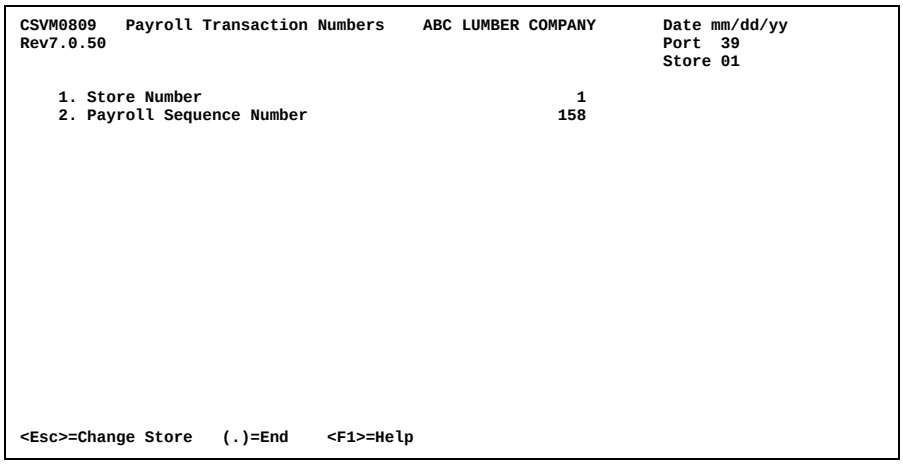


NOTES:

9. Transaction Numbers

This screen tracks the sequence number automatically assigned in PM2.D (Payroll Transaction File) as each timecard is entered during Process Payroll. This sequence number is printed on the Payroll Edit List for each payroll transaction in the batch.

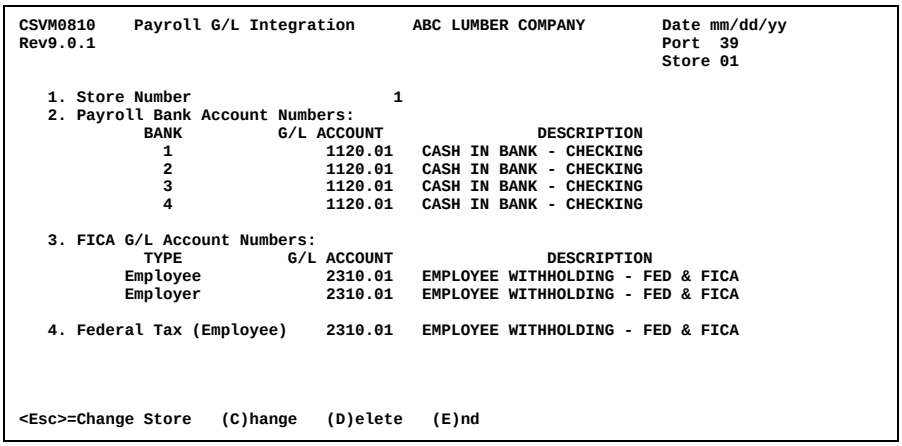
This field is updated automatically. There is usually no need to change it.


CSVM0809 Payroll Transaction Numbers ABC LUMBER COMPANY Date mm/dd/yy
Rev7.0.50 Port 39
Store 01
1. Store Number 1
2. Payroll Sequence Number 158
<Esc>=Change Store (.)=End <F1>=Help

NOTES:

10. G/L Integration

This option determines which G/L accounts are to be used when processing payroll such as bank, FICA (employee and employer), and federal tax (employee).

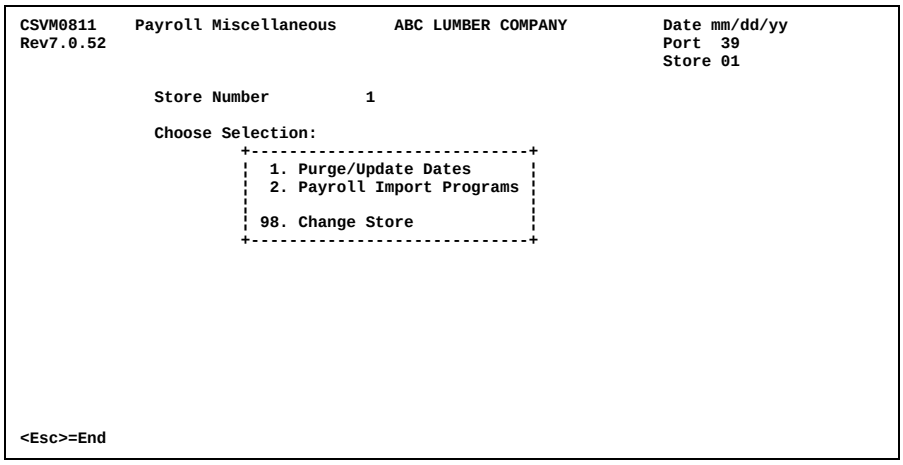


```
CSVM0810    Payroll G/L Integration      ABC LUMBER COMPANY        Date mm/dd/yy
Rev9.0.1                                                       Port  39
                                                               Store 01

   1. Store Number                    1
   2. Payroll Bank Account Numbers:
            BANK          G/L ACCOUNT               DESCRIPTION
              1               1120.01   CASH IN BANK - CHECKING
              2               1120.01   CASH IN BANK - CHECKING
              3               1120.01   CASH IN BANK - CHECKING
              4               1120.01   CASH IN BANK - CHECKING

   3. FICA G/L Account Numbers:
             TYPE           G/L ACCOUNT               DESCRIPTION
           Employee            2310.01   EMPLOYEE WITHHOLDING - FED & FICA
           Employer            2310.01   EMPLOYEE WITHHOLDING - FED & FICA

   4. Federal Tax (Employee)   2310.01   EMPLOYEE WITHHOLDING - FED & FICA



<Esc>=Change Store   (C)hange   (D)elete   (E)nd
```

NOTES:

11. Miscellaneous

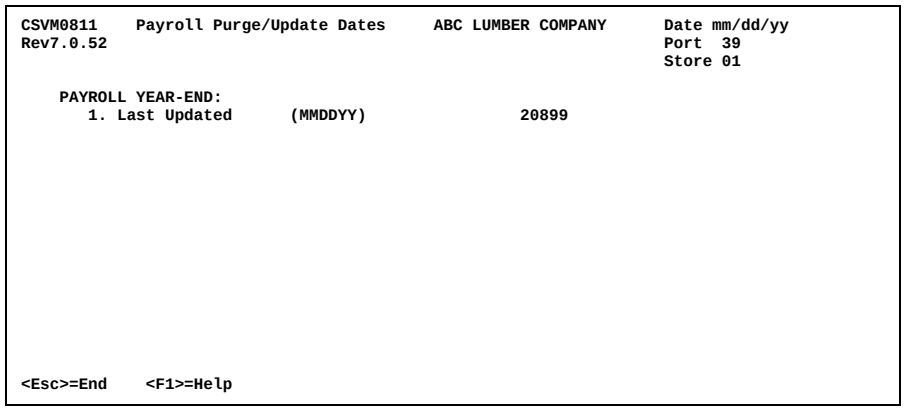
This menu is displayed after selecting **11** for **Miscellaneous** from the **Payroll Variable File Maintenance Menu**:



The next 2 parts describe these options.

11-1. Purge/Update Dates

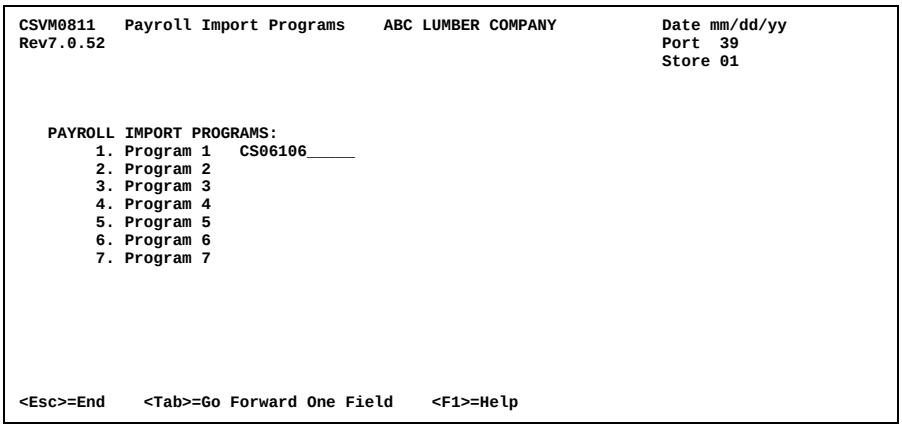
This screen tracks the date of the last year end performed for payroll. It is updated automatically.



NOTES:

11-2. Payroll Import Programs

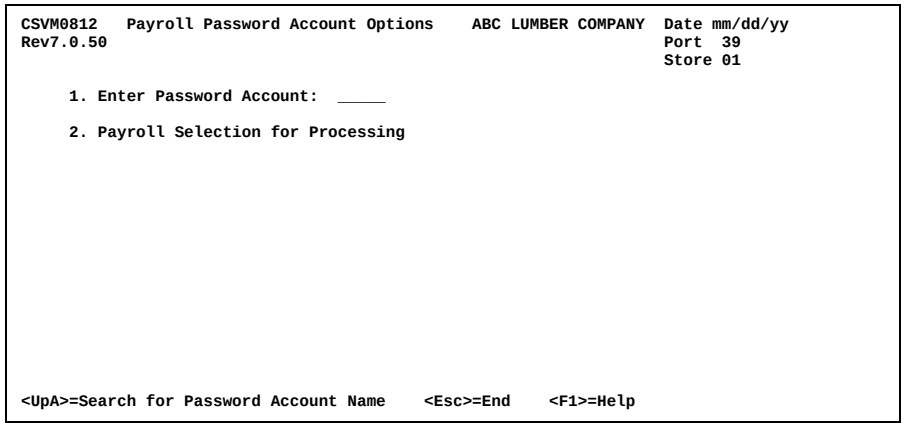
The second option, Payroll Import Programs, is used with additional optional software for the Time & Attendance system. There is only one entry to be made on this screen, **Program 1**. Enter the program name **CS06106** to use for importing time punches into the Dimensions Payroll system from the Time & Attendance system. This same Variable File record can also be entered through **Other P/R Options**, **Time & Attendance**, **Time & Attend Variable File**, **Time and Attendance Maint**.



NOTES:

12. Password Account Options

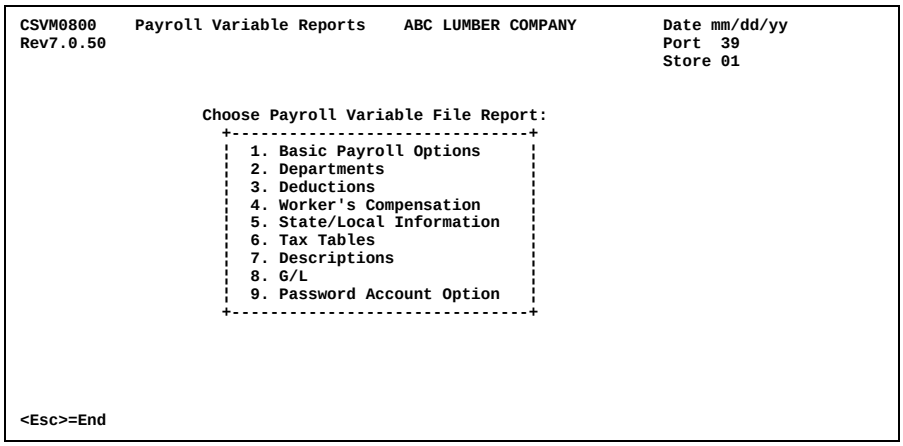
This option allows you to define one option designed for use by password account, Payroll Selection for Processing. This field works in conjunction with the Exclude Code found under Payroll Departments. If the value matches in both fields, then employees with the department code cannot be entered for payroll processing when selected under this password account.


CSVM0812 Payroll Password Account Options ABC LUMBER COMPANY Date mm/dd/yy
Rev7.0.50
Port 39
Store 01
1. Enter Password Account: _____
2. Payroll Selection for Processing
<UpA>=Search for Password Account Name <Esc>=End <F1>=Help

NOTES:

13. Reports

This menu is displayed after selecting **13** for **Reports** from the **Payroll Variable File Maintenance Menu**:



Each option prints a report of the corresponding information.

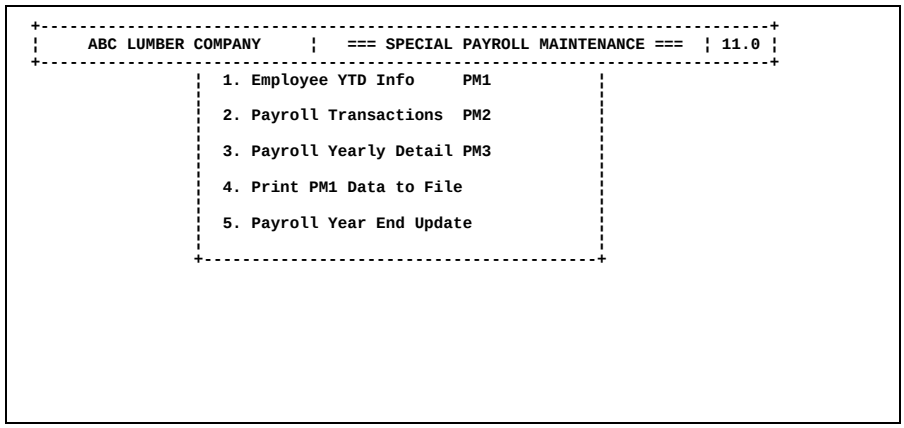
SECTION 4: Payroll Special Maintenance

Introduction

This section contains special maintenance programs for the Payroll files. This allows you to perform maintenance on files on a record-by-record basis or by a range of records, therefore making it a high level function. The information stored here is sensitive and should be accessed cautiously.

Payroll Special Maintenance Menu

When you select **P/R Special Maintenance** from the **Payroll Menu**, another menu is displayed:


ABC LUMBER COMPANY
=== SPECIAL PAYROLL MAINTENANCE ===
11.0
1. Employee YTD Info PM1
2. Payroll Transactions PM2
3. Payroll Yearly Detail PM3
4. Print PM1 Data to File
5. Payroll Year End Update

This menu is security protected. It appears on the **Payroll Menu** only if the password account has the appropriate user level. The following section is organized according to this menu. Each screen is displayed and its purpose is defined.

It is assumed you know how to move through menus, perform normal file maintenance procedures using the following options **(A, C, D, N, P, V, E)**, and print reports using the standard print routine. If you need more information, see *Getting Started*, Chapter 2, *System Training*. Refer to the following sections:

- Menus
- File Maintenance Guidelines
- Printing Reports

How To Use This Section

The options in this section are written following a standard pattern.

- Each option begins on a new page.
- The filename and keys (if applicable) are defined.
- The purpose of the option is stated in COMMENTS.
- A sample screen of the input parameters is presented.
- Any special fields or unique instructions are explained.

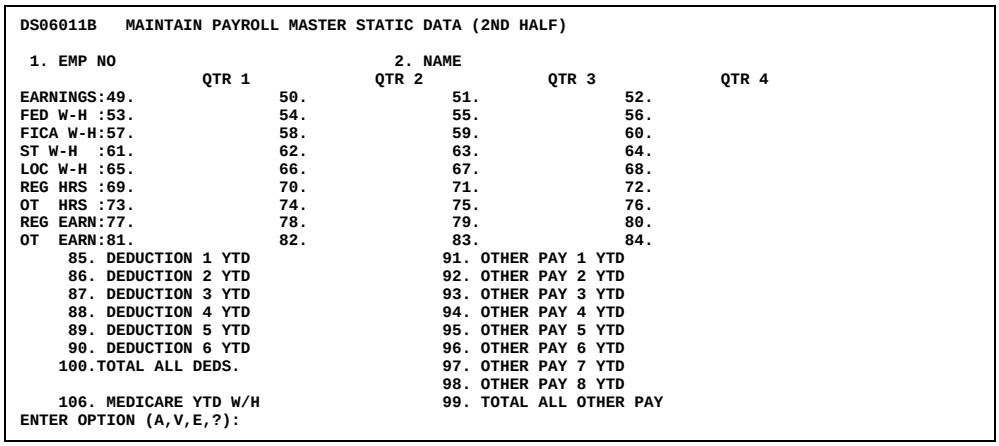
1. Employee YTD Info PM1

FILENAME : PM1.D (Payroll Master Data, also Employee Master File)

KEYS : Employee Number
Employee Name

COMMENTS: Allows you to perform maintenance on the second half of the Employee Master File (PM1.D) on a record by record basis. It contains quarter and YTD amounts for employees.

The first half of this file is maintained through Payroll File Maintenance, Maintain Employee File (PM1). It contains set up information such as employee address, phone number, Social Security number, rate/salary, state code, department code, workers comp code, number of exemptions, deductions, etc.



```
DS06011B   MAINTAIN PAYROLL MASTER STATIC DATA (2ND HALF)

 1. EMP NO                          2. NAME
                  QTR 1             QTR 2             QTR 3             QTR 4
EARNINGS:49.               50.               51.               52.
FED W-H :53.               54.               55.               56.
FICA W-H:57.               58.               59.               60.
ST W-H  :61.               62.               63.               64.
LOC W-H :65.               66.               67.               68.
REG HRS :69.               70.               71.               72.
OT  HRS :73.               74.               75.               76.
REG EARN:77.               78.               79.               80.
OT  EARN:81.               82.               83.               84.
     85. DEDUCTION 1 YTD                  91. OTHER PAY 1 YTD
     86. DEDUCTION 2 YTD                  92. OTHER PAY 2 YTD
     87. DEDUCTION 3 YTD                  93. OTHER PAY 3 YTD
     88. DEDUCTION 4 YTD                  94. OTHER PAY 4 YTD
     89. DEDUCTION 5 YTD                  95. OTHER PAY 5 YTD
     90. DEDUCTION 6 YTD                  96. OTHER PAY 6 YTD
    100.TOTAL ALL DEDS.                   97. OTHER PAY 7 YTD
                                          98. OTHER PAY 8 YTD
    106. MEDICARE YTD W/H                 99. TOTAL ALL OTHER PAY
ENTER OPTION (A,V,E,?):
```

2. Payroll Transactions PM2

FILENAME : PM2.D (Payroll Detail Transactions)

KEYS : Batch Number
Sequence Number

COMMENTS: Allows you to perform maintenance on the Payroll Detail Transactions File (PM2.D) on a record by record basis.

```
DS06012    Maintain Payroll Detail(PM2)   ABC LUMBER COMPANY       Date 08/29/00
 1. Batch No               2. Seq No                 3. Emp No
 4. Check No               5. Check Type

  DP   Rate/Sal  Reg Hrs   Reg Earn OT  OT Hrs    OT Earn  OP     OP Amt  WC VC
1
2
3

Ded  Code   Amount      49. Gross Pay              58. Check Date
 1                      50. Fed Tax                59. Paid-Thru Date
 2                      51. FICA Tax               60. State Cd
 3                      52. State Tax              61. Local Cd
 4                      53. Local Tax              62. Updated (Y/N)
 5                      54. Net Pay                63. Medicare
 6
 7                      55. OT Mult 1              64. Cleared (Y/N)
 8                      56. OT Mult 2              65. Bank Number
                        57. OT Mult 3              66. Store Number




Enter Option (A,V,E):
```

1. Batch No This batch number is assigned by the operator when entering a new payroll. It always begins with “PR”.

2. Seq No This sequence number is assigned by the computer each time a timecard is entered. It uses the transaction number stored in the Payroll Variable File, Transaction Numbers.

3. Payroll Yearly Detail PM3

FILENAME : PM3.D (Payroll Yearly Transactions)

KEYS : Store Number
Employee Number
Check Date (YYYYMMDD)
Check Number

COMMENTS: Allows you to perform maintenance on the Payroll Yearly Detail File (PM3.D) on a record by record basis.

```
DS06013    MAINTAIN PM3.D - PAYROLL YEARLY TRANS.

 1. STORE NO                              19. OVERTIME EARNINGS 1
 2. EMPLOYEE NO                           20. OVERTIME EARNINGS 2
 3. CHECK DATE (YYYYMMDD)                 21. OVERTIME EARNINGS 3
 4. CHECK NO                              22. PAID THRU DT(YYYYMMDD)
 5. WORKMAN'S COMP CODE                   23. BANK NUMBER
 6. TOTAL REG HRS
 7. TOTAL OT HRS
 8. TOTAL REG EARNINGS
 9. TOTAL OT EARNINGS
10. TOTAL OTHER PAY
11. TOTAL DEDUCTIONS
12. TOTAL TAXES
13. OVERTIME CODE 1 (H,D,T)
14. OVERTIME CODE 2 (H,D,T)
15. OVERTIME CODE 3 (H,D,T)
16. OVERTIME MULT 1
17. OVERTIME MULT 2
18. OVERTIME MULT 3


ENTER OPTION (A,V,E,?):
```

3. CHECK DATE Uses the format YYYYMMDD.

13. OVERTIME CODE (H,D,T) **H** = time and a half
D = double time
T = triple time

22. PAID THRU DATE Uses the format YYYYMMDD.

4.Print PM1 Data to File

FILENAME : PM1.D

COMMENTS: This option allows you to export employee data to a text file which can then be used in a DOS-based application such as Lotus 1-2-3, Excel, or WordPerfect.

```
DS06014        Print PM1.D to Text    ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.0.0                         ABC CO.                         Port  37
                                                                 Store

    1. Input Parameters

          Text File Name
             (Blank=Print to Screen Only)
          Report Order                                      1
             1) Employee Number
             2) Employee Name
          Beginning Employee Number                         1
          Ending    Employee Number                   9999999
          Text File Type  1) Fixed Field                    1
                          2) User-Selected Delimiter
                          3) 'CRLF' After Each Field
          Delimiter  (If File Type '2')                     ,




    2. Create Text File  or  Print to Screen

Enter Option(E-End):
```

See below for an explanation of each input parameter.

Text File Name (Blank=Print to Screen Only)

1. Enter up to 8 characters to identify the text file you will be creating such as EMPL.TXT or EMPL.PRN. The .PRN extension is a commonly used extension in DOS that signifies that the file was output as printed text. Some programs that can import data will search your system for a file ending with the .PRN extension but in most cases you can use whatever filename you choose.
2. If you do not wish to create a text file but print the data to the screen, leave this field blank.

Report Order
1) Employee Number
2) Employee Name

Enter **1** to select employees numerically or **2** to select alphabetically.

Beginning Employee Number

If selecting in numerical order, enter the beginning employee number or press **Enter** to start with the first employee in the file. If selecting in alphabetical order, enter the beginning employee name or press **Enter** to start alphabetically with the first employee in the file.

Ending Employee Number

If selecting in numerical order, enter the ending employee number or **Tab** to accept the default response (selects all remaining employees). If selecting in alphabetical order, enter the ending employee or **Tab** to accept the default response (selects all remaining employees).

Text File Type
1) Fixed Field
2) User Selected Delimiter
3) 'CRLF' After Each Field

1. This parameter sets up how the fields in each record are to be separated. The DOS program you will be using to import this data will ask how the data is structured so it will know how to format it when it comes over.
2. **1=Fixed Field.** The text file will be created with fixed length fields. If the data in each field is less than the allotted field length, blank spaces will be added to fill up the field.
3. **2=User Selected Delimiter.** The text file will be created with a delimiting character that you specify below in **DELIMITER.** The most common delimiter is a comma. However if your DOS application asks for something else, you can define it.
4. **3='CRLF' After Each Field.** The text file will be created with a "carriage return line feed" between each field. This arranges the data in a column, one field under the other.

Delimiter (If File Type '2')

You will enter this field only if you selected file type 2 for user selected delimiter. Enter the character to separate each field. The comma is the most common. For example:

, or **;** or **:**

After setting up the parameters, select **3** for **Create Text File or Print to Screen.** The computer displays:

```
Now Creating Text File   EMPL.PRN

Now Printing to Text File
```

If the filename is already in use, you will have the option of creating a new text file to replace it or to change the filename.

Wait while the data is processed. The time it takes to process the data depends on how many records are in the file, how many records are being selected, and how many files are being used. Then the computer displays:

```
Completed.  <CR>=Continue
```

This text file can now be exported from the Dimensions system to a PC. See DOSCOPY or another communication program to do this.

The following tables present the file layouts from the data dictionary of the employee file available for dumping to a text file. You will need this information after exporting the text file to a DOS application so it can be edited.

TEXT FILE LAYOUT FOR PM1.D - EMPLOYEE MASTER FILE

FIELD	START BYTE	END BYTE	SIZE	DEC	
1	2	5	4	0	EMPLOYEE NUMBER
2	6	35	30		EMPLOYEE NAME
3	36	60	25		ADDRESS 1
4	61	85	25		ADDRESS 2
5	86	95	10		ZIP CODE
6	96	99	4	0	STORE NUMBER 1-99
7	100	111	12		SOCIAL SECURITY NUMBER
8	112	115	4	0	PAY PERIODS PER YEAR
9	116	116	1		MARITAL STATUS
10	117	117	1		PAY TYPE (S=SALARY, H=HOURLY)
11	118	121	4	0	NUMBER OF FEDERAL EXEMPTIONS
12	122	125	4	0	NUMBER OF STATE EXEMPTIONS
13	126	129	4	0	NUMBER OF LOCAL EXEMPTIONS
14	130	133	4	0	DEPARTMENT 1-99
15	134	137	4	0	WORKERS COMP CODE
16	138	141	4	0	STATE TAX CODE 1-99
17	142	145	4	0	LOCAL TAX CODE 1-99
18	146	149	4	2	RATE OR SALARY
19	150	153	4	0	HIRE DATE
20	154	157	4	0	BIRTH DATE
21	158	161	4	0	TERMINATION DATE
22	162	165	4	2	FEDERAL W-H ADDON AMOUNT
23	166	169	4	2	STATE W-H ADDON AMOUNT
24	170	173	4	2	LOCAL W-H ADDON AMOUNT
25	174	177	4	0	1ST DEDUCTION CODE 1-99
26	178	182	5		1ST DEDUCTION FREQ (XXXXX)
27	183	186	4	2	1ST DEDUCTION AMOUNT
28	187	190	4	2	1ST DEDUCTION LIMIT
29	191	194	4	0	2ND DEDUCTION CODE 1-99
30	195	199	5		2ND DEDUCTION FREQ (XXXXX)
31	200	203	4	2	2ND DEDUCTION AMOUNT
32	204	207	4	2	2ND DEDUCTION LIMIT
33	208	211	4	0	3RD DEDUCTION CODE 1-99
34	212	216	5		3RD DEDUCTION FREQ (XXXXX)
35	217	220	4	2	3RD DEDUCTION AMOUNT
36	221	224	4	2	3RD DEDUCTION LIMIT
37	225	228	4	0	4TH DEDUCTION CODE 1-99
38	229	233	5		4TH DEDUCTION FREQ (XXXXX)
39	234	237	4	2	4TH DEDUCTION AMOUNT
40	238	241	4	2	4TH DEDUCTION LIMIT
41	242	245	4	0	5TH DEDUCTION CODE 1-99
42	246	250	5		5TH DEDUCTION FREQ (XXXXX)
43	251	254	4	2	5TH DEDUCTION AMOUNT
44	255	258	4	2	5TH DEDUCTION LIMIT
45	259	262	4	0	6TH DEDUCTION CODE 1-99
46	263	267	5		6TH DEDUCTION FREQ (XXXXX)
47	268	271	4	2	6TH DEDUCTION AMOUNT
48	272	275	4	2	6TH DEDUCTION LIMIT
49	276	279	4	2	EARNINGS QTR 1
50	280	283	4	2	EARNINGS QTR 2
51	284	287	4	2	EARNINGS QTR 3
52	288	291	4	2	EARNINGS QTR 4
53	292	295	4	2	FEDERAL W-H QTR 1
54	296	299	4	2	FEDERAL W-H QTR 2
55	300	303	4	2	FEDERAL W-H QTR 3
56	304	307	4	2	FEDERAL W-H QTR 4
57	308	311	4	2	TOTAL FICA W-H QTR 1
58	312	315	4	2	TOTAL FICA W-H QTR 2
59	316	319	4	2	TOTAL FICA W-H QTR 3
60	320	323	4	2	TOTAL FICA W-H QTR 4

FIELD	START BYTE	END BYTE	SIZE	DEC	
61	324	327	4	2	STATE W-H QTR 1
62	328	331	4	2	STATE W-H QTR 2
63	332	335	4	2	STATE W-H QTR 3
64	336	339	4	2	STATE W-H QTR 4
65	340	343	4	2	LOCAL W-H QTR 1
66	344	347	4	2	LOCAL W-H QTR 2
67	348	351	4	2	LOCAL W-H QTR 3
68	352	355	4	2	LOCAL W-H QTR 4
69	356	359	4	2	REGULAR HOURS QTR 1
70	360	363	4	2	REGULAR HOURS QTR 2
71	364	367	4	2	REGULAR HOURS QTR 3
72	368	371	4	2	REGULAR HOURS QTR 4
73	372	375	4	2	OVERTIME HOURS QTR 1
74	376	379	4	2	OVERTIME HOURS QTR 2
75	380	383	4	2	OVERTIME HOURS QTR 3
76	384	387	4	2	OVERTIME HOURS QTR 4
77	388	391	4	2	REGULAR EARNINGS QTR 1
78	392	395	4	2	REGULAR EARNINGS QTR 2
79	396	399	4	2	REGULAR EARNINGS QTR 3
80	400	403	4	2	REGULAR EARNINGS QTR 4
81	404	407	4	2	OVERTIME EARNINGS QTR 1
82	408	411	4	2	OVERTIME EARNINGS QTR 2
83	412	415	4	2	OVERTIME EARNINGS QTR 3
84	416	419	4	2	OVERTIME EARNINGS QTR 4
85	420	423	4	2	DEDUCTION 1 YTD
86	424	427	4	2	DEDUCTION 2 YTD
87	428	431	4	2	DEDUCTION 3 YTD
88	432	435	4	2	DEDUCTION 4 YTD
89	436	439	4	2	DEDUCTION 5 YTD
90	440	443	4	2	DEDUCTION 6 YTD
91	444	447	4	2	OTHER PAY 1
92	448	451	4	2	OTHER PAY 2
93	452	455	4	2	OTHER PAY 3
94	456	459	4	2	OTHER PAY 4
95	460	463	4	2	OTHER PAY 5
96	464	467	4	2	OTHER PAY 6
97	468	471	4	2	OTHER PAY 7
98	472	475	4	2	OTHER PAY 8
99	476	479	4	2	TOTAL OF ALL OTHER PAY YTD
100	480	483	4	2	TOTAL OF ALL DEDUCTIONS (DOES NOT INCLUDE TAXES)
101	484	487	4	0	DATE OF LAST PAY RAISE
102	488	491	4	0	PHONE NUMBER
103	492	495	4	2	VACATION TAKEN
104	496	499	4	0	AREA CODE
105	500	503	4	2	TOTAL PERSONAL & DEPENDENT EXEMPT AMOUNT (MI) **ANNUAL**
106	504	507	4	2	MEDICARE YTD W-H
107	508	508	1		GENDER (M/F)
108	509	509	1	0	PAY THRU TABLE
109	510	510	1		DIRECT DEPOSIT (Y/N)
110	511	512	2	0	PREVIOUS HOURS

5. Payroll Year End Update

COMMENTS: Use this procedure only if you need to process a year end update for Payroll only. Normally the year end update would be done through the Year End procedure (see *Day/Month/Year End User Manual*). However, if you need to do just the Payroll portion, use this option.

Things to Do Prior to Year End Update

1 Process and update your final payroll for the current year. The date on the check is what is important to the IRS. You should use a check date on or before December 31. If an employee worked through December 31 but the check date is January 3 of the next year, this check is considered wages for the next year.

2 Print all quarterly tax reports for the 4th quarter.

3 Print all annual payroll reports. We recommend that you print and archive the following year end Payroll reports (**Payroll Reports Menu**):

Report #	Description
1	Payroll Master List
7	Quarterly Cafeteria & 401K (YTD values)
9	Quarterly FUTA Report (YTD values)
10	Quarterly SUTA Report (YTD values)
11	Quarterly State Tax Report (YTD values)
14	Yearly Transactions Report
15	W-2 Forms/Report
20	Workers Comp Report

☞ **NOTE:** Since it is not always possible to print all annual payroll reports before you have to process your first payroll for the new year, you may want to copy the payroll files to user group 21 on the disk (SuperDOS users).

Use a level 7passowrd in which the security flag is set for user group 21. At a SuperDOS prompt, enter the copy command:

```
>COPY/D/V 5:21:5:1:PM*4
```

For Unix users, adjust this step as necessary.

Year End Update Process

1 From the **Special Payroll Maintenance Menu**, select **5** and press **Enter**. The computer displays:

```
DS06399    Payroll Year End Update  ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.2                                                       Port  39
                                                               Store 01

Have all the required Year-End files been backed up? (Y/N)
```

Enter **Y** only if you made a year end backup tape before beginning the year end process. Or enter **N** if you need to make the backup or end this process and return to the previous menu.

2 If you answered **Y**, the computer displays:

```
DS06399    Payroll Year End Update     DIM11 DATA                Date mm/dd/yy
Rev10.0.2                                                       Port  40
                                                                Store 01

Have all the required Year-End files been backed up? (Y/N) Y

This program will clear YTD totals in the employee file(s),
and will purge payroll transactions thru the specified date.

    Select: 1=Check Date  or  2=Paid Thru Date            1
    Purge Payroll Transactions Thru (MMDDYY)         123100
    Purge Cleared Checks Only  <Y/N>                      Y
    Purge Time/Attend Punches (PM6) (MMDDYY)         123100
```

The cursor is positioned at **Select 1=Check Date** or **2=Paid Thru Date.**

> ☞ **NOTE:** If you purge payroll checks from PM2.D, you can no longer clear checks using the G/L Check Reconciliation program. If you use G/L Check Reconciliation, select a date old enough to purge only checks which have cleared, such as 09/30/yy.

Enter the following:

Select 1=Check Date or 2=Paid Thru Date — This is for purging payroll transactions from PM2.D and PM3.D. Enter the desired date for purging transactions, check date or paid thru date.

Purge Payroll Transactions Thru (MMDDYY) — Enter the purge through date for the selected method of purging. End

Purge Cleared Checks Only (Y/N) — Enter Y to purge cleared checks from PM2.D (Payroll Detail Transaction File). If field 64=Y in PM2.D, those check records will be purged during the payroll year end update.

Purge Time/Attend Punches (PM6) (MMDDYY) — This parameter appears only if you have set up the Time and Attendance system. Enter a purge date for time and attendance punches in PM6 (Employee Time Clock File). All punches on or before the date you enter will be purged from the file. If you have a pay period that spans across the year end, enter a purge date prior to the beginning of that pay period. You may choose to keep several months of time punches and purge them at a later date.

3 Then the computer asks:

```
Are you sure you want to perform the Year-End update? (Y/N)
```

Enter **Y** if you are sure you wish to clear out all quarter and year-to-date figures for all employees. The update will begin immediately. Or enter **N** if you do not wish to proceed and return to the previous menu.

4 If you answered **Y** above, the computer displays a screen showing that the purge is in progress. The following fields in PM1.D are cleared out for all employees:

Earnings
Federal withholding
FICA withholding
State withholding
Local withholding
Regular hours
Overtime hours
Regular earnings
Overtime earnings
Deductions 1-9
Other Pays 1-8
Medicare withholding

Also, any employee with a termination date will be deleted from PM1.D. Wait until the process finishes.

5 If you are using the Time & Attendance software, the computer asks:

```
CS06112     Purge PM6.D   ABC LUMBER COMPANY                    Date mm/dd/yy
Rev8.0.0                        ABC CO.                         Port  39
                                                                Store 01

    This program will purge the Employee Time Clock File (PM6.D)
    of all punches on or before the date entered.

          Purge Date (MMDDYY)                  0
```

Enter the purge date as desired. Then answer **Y** to **Do You Wish To Proceed With Time Punch Purge (Y/N)**.

6 When done, the computer displays:

```
Normal End of Year-End Update
```

Press **Enter** to acknowledge this message and return to the previous menu.

Final Notes

After completing the payroll year end update portion, there are still some tasks to be done before you can begin processing the new year.

1 Verify that the update completed successfully. Go to **Payroll Special File Maintenance**, **Employee YTD Info PM1** and view several records to ensure that the quarter and year-to-date fields are zero.

2 Change the federal tax table and limits, if needed, using **Payroll Variable File**, **Tax Table**.

3 If your state tax calculations have changed (tables and/or amounts), change them using **Payroll Variable File**, **State/Local Information**, and **Tax Table**.

Trouble Shooting for Payroll Year End End

Prior to printing your W-2's and running the payroll YE, you will want to verify that the YTD information in the PM1 file is correct. Your W-2 report will show you what is going to print on the W-2's. This report pulls entirely from PM1. To verify the data is correct, you may want to print the Payroll Trial Balance Report DS06320. Use the default parameters, unless you have used different dates for the end of the payroll quarters, or have updated the last payroll of the quarter by paid thru date instead of by check date.

The Payroll Trial Balance report compares the PM1 quarterly totals with the PM2 detail and prints a warning if it finds a discrepancy. The first section printed for each employee is the PM1 data:

YTD, QTR 1, QTR 2, QTR 3, QTR 4 accumulated totals

The second section for each employee is the PM2 detail:

BATCH, SEQ, CHECK DATE, PAID THRU DATE, GROSS, FICA, MEDICARE, FEDERAL W/H, STATE W/H, DEDUCTIONS.

EXAMPLE:

```
QTR 1 ENDING DATE: 03/31/98    QTR 2 ENDING DATE: 06/30/98     QTR 3 ENDING DATE: 09/30/98    QTR 4 ENDING DATE: 12/31/98

   1800 BROOKS/GARTH                        YTD          QTR 1          QTR 2          QTR 3          QTR 4   STR: 1  STATE: 1
YTD INFO                    GROSS PAY     8690.00        4880.00        1890.00         960.00         960.00
                            SS FICA        535.68         369.50         144.59          73.44          73.44
                            MEDICARE       125.29          (QTR totals in SS Fica)
                            FEDERAL        467.85         222.30         115.62          60.06          69.87
                            STATE          408.36         206.55         108.59          55.59          37.63
                            DED CD 3       900.00
                            DED CD 4       450.00
                            DED CD 5        90.00
                            DED CD 99       90.00

CHECK INFO   BATCH       SEQ CHK DT  PD DT QTR     GROSS       FICA   MEDICARE    FEDERAL      STATE   --DEDUCTION-   --DEDUCTION-
           PR013198      132  13198  13198   1    960.00      59.52      13.92      60.06      55.59   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR033098      130  33098  33098   1    720.00      44.64      10.44      24.06      19.59   3    100.00    4     50.00
                                                                                                      5     10.00
           PR053098      147  53098  53098   2   1050.00      65.10      15.23      73.56      63.38   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR071598      153  71598  71598   3    960.00      59.52      13.92      60.06      55.59   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR121598      150 121598 121598   4    960.00      59.82      13.62      60.06      55.59   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR12998       123  12998  12998   1    740.00      45.88      10.73      27.06      21.03   3    100.00    4     50.00
                                                                                                      5     10.00
           PR21598       138  21598  21598   1    900.00      55.80      13.05      51.06      50.40   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR22498       124  22598  22598   1    960.00      59.52      13.92      60.06      37.63   3    100.00    4     50.00
                                                                                                      5     10.00
           PR41598       144  41598  41598   2    840.00      52.08      12.18      42.06      45.21   3    100.00    4     50.00
                                                                                                      5     10.00   99     15.00
           PR811         131  81198  81198   3    600.00      34.10       7.98                 22.31   1     50.00    2     20.00
                                                                                                      3    100.00    4     50.00
                                                                                                      5     10.00    6     60.00
                                                                                                      7     70.00   99     15.00

                       ********************    GROSS WAGES ARE OUT OF BALANCE  **************
                       ********************     FEDERAL W/H IS OUT OF BALANCE  **************
                       ********************       STATE W/H IS OUT OF BALANCE  **************
                       ********************        FICA W/H IS OUT OF BALANCE  **************
                       *************  YTD AUTOMATIC DEDUCTIONS ARE OUT OF BALANCE  **********
```

This employee shows Gross Wages, Federal W/H, State W/H and FICA W/H are all out of balance. Since this is the only employee that shows out of balance in all areas, we know that the Check Date/Paid Thru Date parameter was entered correctly. (If ALL employees looked like this, then we would reprint the report, changing that parameter.)

Also YTD Automatic Deductions are out of balance. This may be a separate problem.

1. Wages and Taxes Are Out of Balance

The fact that all 4 are out of balance for only this one employee indicates one of three things:

A. A payroll is missing from the report (this would also cause the deductions to show out of balance). If the PM1 total (YTD column, GROSS PAY) is greater than the PM2 total (the sum of the GROSS column), then we suspect that:

1) A PM2 record has been accidentally purged or manually deleted in special maintenance. It will need to be added back through special maintenance. Reindex PM2.

2) A PM2 record has invalid data in it that prevents it from printing:

a. Duplicate check number. Change the check number in PM2.3. Delete the PM3 record & add it back with the new check number. Reindex PM2 & PM3.

b. Store number 0. Change to the correct store number. 7.0 customers will need DS06012 rev 4.29.1 to change the store number.

c. Bad date(s). Correct the dates. Format is YYYYMMDD.

B. A payroll has been updated to the wrong quarter. Sum the PM2 records for each quarter and compare to the PM1 QTR totals:

	QTR 1	QTR 2	QTR 3	QTR 4
	960.00	1050.00	960.00	960.00
	720.00	840.00	600.00	
	740.00			
	900.00			
	960.00			
	---	---	---	---
PM2	4280.00	1890.00	1560.00	960.00
PM1	4880.00	1890.00	960.00	960.00
	---		---	
Diff	-600.00		600.00	

It appears that Batch PR811 was updated to PM1 in quarter 1, although the check and paid thru dates indicate quarter 3. If the batch should have been updated into quarter 3, then reverse the batch in Quarter 1 and re-enter it in Quarter 3. If it really belongs in Quarter 1, then use PM2 special maintenance to change the date(s). Reindex PM2.

C. There is an extra PM2 record that is not included in PM1. If the PM1 total (YTD column, GROSS PAY) is less than the PM2 total (the sum of the GROSS column), then we suspect that:

1) A bogus PM2 record is being included in the report. This might be due to a prior year's payroll having been processed with the wrong date, so it did not purge at year end and is now printing with the current year's data. clue to this would be a batch number from a prior year.

2) A payroll did not update completely. A power failure or a "bye'd off" or "killed" process might result in an incompletely updated payroll. Depending on how far the update got (how many records it updated in PM1) you may either:

a. Delete the PM2 (and the PM3) record in special maintenance. Reindex PM2 (and PM3) and re-enter it as a new batch, updating it to the correct quarter code.

b. Correct the PM1 fields in special maintenance.

2. YTD Automatic Deductions Are Out of Balance

This refers to the deduction codes that are set up in fields 25-45 of the employee file:

```
DS06011A   MAINTAIN PAYROLL MASTER STATIC DATA (1ST HALF)

 1. EMP NO    1800                    2. NAME   BROOKS/GARTH
 3. ADDR 1 100 SHAMELESS ROAD         4. ADDR 2 ROPIN', WI
 5. ZIP CD 65432       6. STORE   1   7. SS# 474-92-6211  8. PERIODS PER YR  26
 9. MARRIED (S/M)   M 10. TYPE(S/H)H 11. FED EXEMPTS    3  12. ST EXEMPTS     3
13. LOC EXEMPTS     0 14. DEPT     2 15. WRKMAN CMP CD  2  16. ST TAX CD      1
17. LOC TAX CD      0 18. RATE/SALARY       12.00         19. HIRE DT        0
20. BIRTH DT    92559 21. TERM DT           0      22. FED WH ADDON         .00
23. ST WH ADDON          .00                       24. LOC WH ADDON         .00
104. AREA CODE                  715            102. PHONE              5551212
101. LAST RAISE                31595           103. VACATION TAKEN        8.00
105. EXEMPT AMT (ANNUAL)         .00 107. GENDER (M/F)  M  108. PAY THRU TBL  1
109. DIRECT DEPOSIT (Y/N)
DEDUCTIONS:CD     FREQ           AMOUNT           LIMIT
25. 1ST     3 26. Y     27.      100.00 28.    10000.00
29. 2ND     4 30. YYYYY 31.       50.00 32.     5000.00
33. 3RD     5 34. YYYYY 35.       10.00 36.      200.00
37. 4TH    99 38. YYNNN 39.       15.00 40.         .00
41. 5TH     0 42.       43.         .00 44.         .00
45. 6TH     0 46.       47.         .00 48.         .00

ENTER OPTION (A,C,D,N,P,V,E,?):
```

Each time a payroll is updated, the automatic deductions on the check accumulate into the PM1 automatic deduction fields 85-90:

```
DS06011B   MAINTAIN PAYROLL MASTER STATIC DATA (2ND HALF)

 1. EMP NO    1800                    2. NAME   BROOKS/GARTH
                    QTR 1              QTR 2              QTR 3              QTR 4
EARNINGS:49.     4880.00   50.     1890.00   51.      960.00   52.      960.00
FED W-H :53.      222.30   54.      115.62   55.       60.06   56.       69.87
FICA W-H:57.      369.50   58.      144.59   59.       73.44   60.       73.44
ST W-H  :61.      206.55   62.      108.59   63.       55.59   64.       37.63
LOC W-H :65.         .00   66.         .00   67.         .00   68.         .00
REG HRS :69.      405.00   70.      150.00   71.       80.00   72.       80.00
OT  HRS :73.         .00   74.        5.00   75.         .00   76.         .00
REG EARN:77.     4880.00   78.     1800.00   79.      960.00   80.      960.00
OT  EARN:81.         .00   82.       90.00   83.         .00   84.         .00
85. DEDUCTION 1 YTD      900.00       91. OTHER PAY 1 YTD           .00
86. DEDUCTION 2 YTD      450.00       92. OTHER PAY 2 YTD           .00
87. DEDUCTION 3 YTD       90.00       93. OTHER PAY 3 YTD           .00
88. DEDUCTION 4 YTD       90.00       94. OTHER PAY 4 YTD           .00
89. DEDUCTION 5 YTD         .00       95. OTHER PAY 5 YTD           .00
90. DEDUCTION 6 YTD         .00       96. OTHER PAY 6 YTD           .00
100.TOTAL ALL DEDS.     1800.00       97. OTHER PAY 7 YTD           .00
                                      98. OTHER PAY 8 YTD           .00
106. MEDICARE YTD W/H    125.29       99. TOTAL ALL OTHER PAY       .00
ENTER OPTION (A,C,D,N,P,V,E,?):
```

The trial balance report looks at the automatic deduction codes in PM1 fields 25, 29, 33, 37, 41 and 45; totals those deductions in the PM2; and compares the totals to PM1 fields 85-90.

This employee has codes 3, 4, 5 and 99 set up as automatic deductions.

	Code 3	Code 4	Code 5	Code 99
PR1013198	100.00	50.00	10.00	15.00
PR033098	100.00	50.00	10.00	
PR053098	100.00	50.00	10.00	15.00
PR071598	100.00	50.00	10.00	15.00
PR121598	100.00	50.00	10.00	15.00
PR12998	100.00	50.00	10.00	
PR21598	100.00	50.00	10.00	15.00
PR22498	100.00	50.00	10.00	
PR41598	100.00	50.00	10.00	15.00
PR811	100.00	50.00	10.00	15.00
	---	---	---	---
PM2 total	1000.00	500.00	100.00	105.00
PM1	900.00	450.00	90.00	90.00
	---	---	---	---
Difference	100.00	50.00	10.00	15.00

The difference in each code is the amount of one payroll. This would happen if the first time the deduction was taken it was entered in payroll data entry; and then afterwards it was set up in PM1 as an automatic deduction. Only those deduction codes that are setup in PM1 will update into fields 85-90, so the initial manual entry is not included in the accumulated total.

The only time the automatic deduction amounts are critical is when they must print on the W-2's: 401K or cafeteria plan deductions. If a deduction of that type needs to be corrected, go into PM1 special maintenance and correct the amount there.

For instance, this example shows deduction code 4 is a cafeteria plan. The 450.00 amount is in field 86. Change it to 500.00. You can change the other automatic deduction fields if you like, but it is not necessary.

☞ **NOTE:** Field 100 Total All Deductions refers to all deductions taken throughout the year. It is not the total of fields 85-90.

☞ **NOTE:** Any adding or deleting PM2 or PM3 records will require a reindex of those files.

APPENDIX A. PAYROLL FILES

APPENDIX A. Payroll Files

Payroll information is stored and processed using several files. Each file contains very specific information and is used by the system when performing certain functions. The following table shows a description of each file along with information on how records are added and deleted during normal payroll processing.

Filename	Title	Indexes	Description	How Added	How Deleted
PM1.D	Payroll Master Data (also known as Employee Master File)	.I1 .I2	Holds employee information for payroll such as employee name and address, Social Security number, number of exemptions, salary/wage, and deduction information. It also contains quarterly and yearly figures for gross pay, tax withholdings, deductions, and so forth. There is one record for every active and terminated employee.	Payroll File Maintenance, Maintain Employee File (PM1)	Using Maintain Employee File (PM1) in Payroll File Maintenance, mark the employee as terminated. It is kept in the file until the payroll year end update is performed. Terminated employees are deleted automatically during year end.
PM2.D	Payroll Detail Transaction File	.I1 .I2 .J1	Holds timecard and check detail for each pay period. Records are organized by batch number and sequence number. Most payroll reports use data from this file. There is one record for each timecard entry for each employee.	Process Payroll, Enter Payroll Data	Records are saved for a calendar year. At payroll year end, records are purged through a purge date specified by the operator. The purge date can be used for the check date or the paid thru date.
PM3.D	Payroll Yearly Transactions	.I1 .I2 .J1	Holds yearly check detail as updated from PM2.D. This saves the pay detail for each pay period for every employee for worker's compensation purposes as well as a yearly history. Records are organized by store number, employee number, check date, and check number. There is one record for every check for every employee.	Process Payroll, Enter Payroll Data, Update Payroll and G/L to GPOST	Records are saved for a calendar year. At payroll year end, records are purged through the same purge date specified for PM2.D.
PM6.D	Employee Time Clock File	.I1 .I2 .I3	Holds time punches for employees using the Time & Attendance system. The minimum size of the file should allow for 12 months of time punch information. Ther eis one record created for each paired time punch per employee.	Time Punch program	Purge PM6.D in Time & Attend Special Maintenance

cont.

Filename	Title	Indexes	Description	How Added	How Deleted
PM7.D	Pay Thru Table File	.I1	Holds the pay through dates for the Time & Attendance system. There is one record for each set of paid through dates per year. Each employee is assigned a Pay Thru Table number in their PM1.D record.	Time & Attendance, Table Maintenance, Pay Thru Tables	Time & Attendance, Table Maintenance, Pay Thru Tables
PM8.D	Employee Direct Deposit Info File	.I1	Holds information for each employee participating in the direct deposit system such as deduction code, bank routing number, and account number.	Direct Deposit, Employee Maintenance, Employee Direct Deposit	Direct Deposit, Employee Maintenance, Employee Direct Deposit
PM9.D	Employee Misc. Data File	.I1	Holds one record per hourly employee participating in the Time & Attendance system. Provides additional fields for the Time & Attendance system such as employee level (for security purposes), overtime table number, grace table number, and forced lunch information.	Time & Attendance, Employee Maintenance, Maintain Employee PM1/PM9	When an employee is termintaed and a termination date is entered in PM1.D, the Payroll year end update will delete the PM9.D record.
PM10.D	Grace Tables File	.I1	Holds the grace tables for the Time & Attendance system. There is one record for each grace table needed. This is an optional file. It is used for establishing a grace period before and after clocking in/out. Each employee can be assigned a grace table number in their PM9.D record.	Time & Attendance, Table Maintenance, Grace Tables	Time & Attendance, Table Maintenance, Grace Tables
PM11.D	Overtime Tables File	.I1	Holds the overtime tables for the Time & Attendance system. There is one record for each line on each overtime table. It is used for calculating overtime. Each employee can be assigned an overtime table number in their PM9.D record.	Time & Attendance, Table Maintenance, Overtime Tables	Time & Attendance, Table Maintenance, Overtime Tables
PM12.D	Employee Swipecard Cross Reference File	.I1	Holds one record for each employee using a swipe card. This is an optional feature of the Time & Attendance system. Swipe cards are used whenever an employee clocks in or out. It bypasses their typing in their employee number/password.	Time & Attendance, Table Maintenance, Maintain Swipe Card Table	Time & Attendance Special Maintenance, Swipe Card Table PM12

APPENDIX B. STATE EXAMPLES
California State Tax
California SDI
Missouri State Tax

APPENDIX B. State Tax Examples

California State Tax – 1998

California requires 3 state codes: one for all Single and Married with 0 exemptions, one for Married with 1+ exemption(s), and one for Single Head of Household. The deduction amounts in Payroll State/Local Basic Information (CSVM0805) and the tax tables (CSVM0806) will need to be changed for subsequent years.

1. Set up the basic state/local information for the 3 codes (CSVM0805):

Single and Married with 0 Exemptions

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  66
                                                                   Store 01
     1. State/Local Code  (1-99)                    21
     2. Description                      CA SGL/M-0
     3. State Abbreviation                          CA

         WITHHOLDING INFORMATION:
     4. ID Number                        444444
     5. Withholding G/L Number           2231.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number                        111111
     7. Rate                                    1.00
     8. Limit                                7000.00

         GENERAL INFORMATION:
     9. Program Name for Calculation          DS06409
    10. Deduct Federal Tax Before Calculation (Y/N)  N
    11. Round Calculated Tax
    12. Defer 401K Wages              (Y/N)
    13. Defer Cafeteria Plan Wages    (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      N
```

Married with 1+ Exemption(s)

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  66
                                                                   Store 01
     1. State/Local Code  (1-99)                    22
     2. Description                      CALIF M2+
     3. State Abbreviation                          CA

         WITHHOLDING INFORMATION:
     4. ID Number                        12348
     5. Withholding G/L Number           2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number                          111111
     7. Rate                                    1.00
     8. Limit                                7000.00

         GENERAL INFORMATION:
     9. Program Name for Calculation          DS06409
    10. Deduct Federal Tax Before Calculation (Y/N)  N
    11. Round Calculated Tax
    12. Defer 401K Wages              (Y/N)
    13. Defer Cafeteria Plan Wages    (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      N
```

Single Head of Household

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                         Port  66
                                                                  Store 01

     1. State/Local Code  (1-99)                    23
     2. Description                      CA HH
     3. State Abbreviation                          CA

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number         2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number                       111111
     7. Rate                                .00
     8. Limit                           7000.00

         GENERAL INFORMATION:
     9. Program Name for Calculation           DS06409
    10. Deduct Federal Tax Before Calculation (Y/N)  N
    11. Round Calculated Tax
    12. Defer 401K Wages             (Y/N)
    13. Defer Cafeteria Plan Wages   (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

2. Next, set up the deduction amounts for each code in Tax Calculation Information. See 5-2, Tax Calculation Information (CSVM0805):

Single and Married with 0 Exemptions

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  66
                                                                  Store 01

     1. State/Local Code  (1-99)           21
     2. Description             CA SGL/M-0___
     3. Tax Method                          1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       2583.00    11. Deduction Amount             .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y         Calculation          (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N        Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount         68.00
     9. Deduct Before Tax
        Calculation          (Y/N)  N
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  Y

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```

Married with 1+ Exemption(s)

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  66
                                                                  Store 01

     1. State/Local Code  (1-99)           22
     2. Description             CALIF M2+____
     3. Tax Method                          1
     4. Not Used

         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       5166.00    11. Deduction Amount             .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y         Calculation          (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N        Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount         68.00
     9. Deduct Before Tax
        Calculation          (Y/N)  N
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  Y

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

Single Head of Household

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  66
                                                                  Store 01

     1. State/Local Code  (1-99)           23
     2. Description             CA HH________
     3. Tax Method                          1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       2583.00    11. Deduction Amount             .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y         Calculation          (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N        Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount         68.00
     9. Deduct Before Tax
        Calculation          (Y/N)  N
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  Y

<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

3. Now set up the tax tables. See 6. Tax Table (CSVM0806):

Single and Married with 0 Exemptions - SINGLE

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01
     1. Marital Status           S   SINGLE
     2. State/Local Code (1-99) 21   CA SGL/M-0

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1          .00       5016.00           .00           1.00
       2      5016.00      11888.00         50.16           2.00
       3     11888.00      18761.00        187.60           4.00
       4     18761.00      26045.00        462.52           6.00
       5     26045.00      32916.00        899.56           8.00
       6     32916.00     999999.00       1449.24           9.30
       7          .00           .00           .00            .00
       8          .00           .00           .00            .00
       9          .00           .00           .00            .00
      10          .00           .00           .00            .00
      11          .00           .00           .00            .00
      12          .00           .00           .00            .00


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```

Single and Married with 0 Exemptions - MARRIED

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01
     1. Marital Status           M   MARRIED
     2. State/Local Code (1-99) 21   CA SGL/M-0

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1          .00       5016.00           .00           1.00
       2      5016.00      11888.00         50.16           2.00
       3     11888.00      18761.00        187.60           4.00
       4     18761.00      26045.00        462.52           6.00
       5     26045.00      32916.00        899.56           8.00
       6     32916.00     999999.00       1449.24           9.30
       7          .00           .00           .00            .00
       8          .00           .00           .00            .00
       9          .00           .00           .00            .00
      10          .00           .00           .00            .00
      11          .00           .00           .00            .00
      12          .00           .00           .00            .00


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```

Single and Married with 1+ Exemption(s)

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01

     1. Marital Status           M   MARRIED
     2. State/Local Code (1-99) 22   CALIF M2+

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT      PERCENTAGE
       1         .00       10032.00          .00           1.00
       2    10032.00       23776.00       100.32           2.00
       3    23776.00       37522.00       375.20           4.00
       4    37522.00       52090.00       925.04           6.00
       5    52090.00       65832.00      1799.12           8.00
       6    65832.00      999999.00      2896.48           9.30
       7         .00            .00          .00            .00
       8         .00            .00          .00            .00
       9         .00            .00          .00            .00
      10         .00            .00          .00            .00
      11         .00            .00          .00            .00
      12         .00            .00          .00            .00


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```

(Single table is not required but provided here anyway)

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01

     1. Marital Status           S   SINGLE
     2. State/Local Code (1-99) 22   CALIF M2+

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT      PERCENTAGE
       1         .00       10032.00          .00           1.00
       2    10032.00       23776.00       100.32           2.00
       3    23776.00       37522.00       375.20           4.00
       4    37522.00       52090.00       925.04           6.00
       5    52090.00       65832.00      1799.12           8.00
       6    65832.00      999999.00      2896.48           9.30
       7         .00            .00          .00            .00
       8         .00            .00          .00            .00
       9         .00            .00          .00            .00
      10         .00            .00          .00            .00
      11         .00            .00          .00            .00
      12         .00            .00          .00            .00


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```

Single Head of Household

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01

     1. Marital Status           S   SINGLE
     2. State/Local Code (1-99) 23   CA HH

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT      PERCENTAGE
       1         .00       10033.00          .00           1.00
       2    10033.00       23776.00       100.33           2.00
       3    23776.00       30648.00       375.19           4.00
       4    30648.00       37931.00       650.07           6.00
       5    37931.00       44803.00      1087.05           8.00
       6    44803.00      999999.00      1636.81           9.30
       7         .00            .00          .00            .00
       8         .00            .00          .00            .00
       9         .00            .00          .00            .00
      10         .00            .00          .00            .00
      11         .00            .00          .00            .00
      12         .00            .00          .00            .00


<Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

(Married table is not required but provided here anyway)

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  66
                                                                  Store 01

     1. Marital Status           M   MARRIED
     2. State/Local Code (1-99) 23   CA HH

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT      PERCENTAGE
       1         .00       10033.00           .00           1.00
       2    10033.00       23776.00        100.33           2.00
       3    23776.00       30648.00        375.19           4.00
       4    30648.00       37931.00        650.07           6.00
       5    37931.00       44803.00       1087.05           8.00
       6    44803.00      999999.00       1636.81           9.30
       7         .00            .00           .00            .00
       8         .00            .00           .00            .00
       9         .00            .00           .00            .00
      10         .00            .00           .00            .00
      11         .00            .00           .00            .00
      12         .00            .00           .00            .00


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```

California SDI (State Disability Insurance)

1. Set up the basic state/local information for the code (CSVM0805):

```
CSVM0805   Payroll State/Local Basic Info       DIM11 DATA         Date mm/dd/yy
Rev11.0.2                                                         Port  38
                                                                  Store 01
     1. State/Local Code  (1-99)                      9
     2. Description                      CA SDI
     3. State Abbreviation                           CA

         WITHHOLDING INFORMATION:
     4. ID Number                      8888
     5. Withholding G/L Number         2323.01  CA SDI

         UNEMPLOYMENT INFORMATION:
     6. ID Number                        UNEMPLOY ID#
     7. Rate                                    1.70
     8. Limit                                7000.00

         GENERAL INFORMATION:
     9. Program Name for Calculation           DS06410
    10. Deduct Federal Tax Before Calculation (Y/N)  N
    11. Round Calculated Tax                         U
    12. Defer 401K Wages             (Y/N)           N
    13. Defer Cafeteria Plan Wages   (Y/N)           Y

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      C
```

2. Then set up the tax rate in Tax Calculation Information (CSVM0805):

```
CSVM0805  P/R State/Local Tax Calculation      DIM11 DATA         Date mm/dd/yy
Rev11.0.2                                                         Port  38
                                                                  Store 01
     1. State/Local Code  (1-99)            9
     2. Description             CA SDI_______
     3. Tax Method                          4
     4. Percent Amount for Tax            .50
     5. Not Used
     6. Misc Deduction Limit           231.64









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```

Missouri State Tax - 1997

Missouri requires 4 state codes: Single with 0 or 1 Exemption, Single with 2 or more Exemptions, Married with 0 or 1 Exemption, and Married with 2 or more Exemptions. The examples below are for 1997 taxes. Changes are necessary for subsequent years for deduction amounts in Payroll State/Local Basic Information (CSVM0805) and the tax tables (CSVM0806).

1. Set up the basic state/local information for the 4 codes (CSVM0805):

Single with 0 or 1 Exemption

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01
     1. State/Local Code  (1-99)                    31
     2. Description                      MO S 0-1
     3. State Abbreviation                          MO

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number         2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number
     7. Rate                                      .00
     8. Limit                                     .00

         GENERAL INFORMATION:
     9. Program Name for Calculation           DS06410
    10. Deduct Federal Tax Before Calculation (Y/N)
    11. Round Calculated Tax
    12. Defer 401K Wages             (Y/N)
    13. Defer Cafeteria Plan Wages   (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

Single with 2+ Exemptions

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01
     1. State/Local Code  (1-99)                    32
     2. Description                      MO S 2+
     3. State Abbreviation                          MO

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number         2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number
     7. Rate                                      .00
     8. Limit                                     .00

         GENERAL INFORMATION:
     9. Program Name for Calculation           DS06410
    10. Deduct Federal Tax Before Calculation (Y/N)
    11. Round Calculated Tax
    12. Defer 401K Wages             (Y/N)
    13. Defer Cafeteria Plan Wages   (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      N
```

Married with 0 or 1 Exemption

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01

     1. State/Local Code  (1-99)                    33
     2. Description                      MO M 0-1
     3. State Abbreviation                          MO

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number          2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number
     7. Rate                                      .00
     8. Limit                                     .00

         GENERAL INFORMATION:
     9. Program Name for Calculation            DS06410
    10. Deduct Federal Tax Before Calculation (Y/N)
    11. Round Calculated Tax
    12. Defer 401K Wages              (Y/N)
    13. Defer Cafeteria Plan Wages    (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      N
```

Married with 2+ Exemptions

```
CSVM0805   Payroll State/Local Basic Info    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01

     1. State/Local Code  (1-99)                    34
     2. Description                      MO M 2+
     3. State Abbreviation                          MO

         WITHHOLDING INFORMATION:
     4. ID Number
     5. Withholding G/L Number          2321.00  EMPLOYEE WITHHOLDING - STATE 1

         UNEMPLOYMENT INFORMATION:
     6. ID Number
     7. Rate                                      .00
     8. Limit                                     .00

         GENERAL INFORMATION:
     9. Program Name for Calculation            DS06410
    10. Deduct Federal Tax Before Calculation (Y/N)
    11. Round Calculated Tax
    12. Defer 401K Wages              (Y/N)
    13. Defer Cafeteria Plan Wages    (Y/N)

(C)hange   (D)elete   (N)ext   (P)revious   (E)nd      N
```

2. Next, set up the deduction amounts for each code in Tax Calculation Information. See 5-2, Tax Calculation Information (CSVM0805):

Single with 0 or 1 Exemption

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01

     1. State/Local Code  (1-99)           31
     2. Description             MO S 0-1_____
     3. Tax Method                          1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:             MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       4150.00    11. Deduction Amount              .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation           (Y/N)  Y        Calculation           (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N        Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:         14. Annual Misc. Limit            .00
     8. Deduction Amount       1200.00
     9. Deduct Before Tax
        Calculation           (Y/N)  Y
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  Y

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```

Single with 2+ Exemptions

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  37
                                                                  Store 01

     1. State/Local Code  (1-99)           32
     2. Description             MO S 2+_____
     3. Tax Method                         1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       4150.00    11. Deduction Amount          400.00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y        Calculation          (Y/N)    Y
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N       Withholding Allowance (Y/N)    Y

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount        800.00
     9. Deduct Before Tax
        Calculation          (Y/N)  Y
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  N

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```

Married with 0 or 1 Exemption

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  37
                                                                  Store 01

     1. State/Local Code  (1-99)           33
     2. Description             MO M 0-1____
     3. Tax Method                         1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       3450.00    11. Deduction Amount             .00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y        Calculation          (Y/N)
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N       Withholding Allowance (Y/N)

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount       1200.00
     9. Deduct Before Tax
        Calculation          (Y/N)  Y
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  Y

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```

Married with 2+ Exemptions

```
CSVM0805  P/R State/Local Tax Calculation   ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.51                                                         Port  37
                                                                  Store 01

     1. State/Local Code  (1-99)           34
     2. Description             MO M 2+_____
     3. Tax Method                         1
     4. Not Used


         MISCELLANEOUS DEDUCTION 1:           MISCELLANEOUS DEDUCTION 3:
     5. Deduction Amount       3450.00    11. Deduction Amount          400.00
     6. Deduct Before Tax                 12. Deduct Before Tax
        Calculation          (Y/N)  Y        Calculation          (Y/N)    Y
     7. Multiply Deduction by             13. Multiply Deduction by
        Withholding Allowance (Y/N)  N       Withholding Allowance (Y/N)    Y

         MISCELLANEOUS DEDUCTION 2:       14. Annual Misc. Limit           .00
     8. Deduction Amount       1600.00
     9. Deduct Before Tax
        Calculation          (Y/N)  Y
    10. Multiply Deduction by
        Withholding Allowance (Y/N)  N

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```

3. Now set up the tax tables. See 6. Tax Table (CSVM0806):

Single (same for 0/1 and 2+ exemptions)

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  37
                                                                  Store 01

     1. Marital Status           S   SINGLE
     2. State/Local Code (1-99) 31   MO S 0-1

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1          .00       1000.00           .00            1.50
       2      1000.00       2000.00         15.00            2.00
       3      2000.00       3000.00         35.00            2.50
       4      3000.00       4000.00         60.00            3.00
       5      4000.00       5000.00         90.00            3.50
       6      5000.00       6000.00        125.00            4.00
       7      6000.00       7000.00        165.00            4.50
       8      7000.00       8000.00        210.00            5.00
       9      8000.00       9000.00        260.00            5.50
      10      9000.00     999999.99        315.00            6.00
      11          .00           .00           .00             .00
      12          .00           .00           .00             .00


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```

Married (same for 0/1 and 2+ exemptions)

```
CSVM0806   State/Local Payroll Tax Table    ABC LUMBER COMPANY     Date mm/dd/yy
Rev7.0.50                                                         Port  37
                                                                  Store 01

     1. Marital Status           M   MARRIED
     2. State/Local Code (1-99) 31   MO S 0-1

                                        WITHHOLDING    WITHHOLDING
     LINE  WAGES OVER   BUT NOT OVER       AMOUNT       PERCENTAGE
       1          .00       1000.00           .00            1.50
       2      1000.00       2000.00         15.00            2.00
       3      2000.00       3000.00         35.00            2.50
       4      3000.00       4000.00         60.00            3.00
       5      4000.00       5000.00         90.00            3.50
       6      5000.00       6000.00        125.00            4.00
       7      6000.00       7000.00        165.00            4.50
       8      7000.00       8000.00        210.00            5.00
       9      8000.00       9000.00        260.00            5.50
      10      9000.00     999999.99        315.00            6.00
      11          .00           .00           .00             .00
      12          .00           .00           .00             .00


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```

APPENDIX C. DIRECT DEPOSIT

APPENDIX C. Direct Deposit

Introduction

The Payroll Direct Deposit software allows an employee to have his/her paycheck deposited directly to a bank account. Also deductions may be directly deposited to a bank account such as a savings account.

The employee's record in PM1.D (Payroll Master File) indicates if the net check is to be a direct deposit. Also if payroll deductions are to be deposited directly into a bank account, the deduction code in the Variable File can be flagged for direct deposit. Then if an employee is set up for that particular deduction and is also flagged for direct deposit in PM1.D, two deposits will be made. An employee can not have a deduction flagged for direct deposit and not have his/her net check deposited directly.

Getting Started with Direct Deposit

See the following overview of the steps needed to set up the Direct Deposit system for the first time. Then refer to the detailed instructions immediately following the overview to accomplish each step.

STEP 1 **Set Up Direct Deposit with Bank.** Work with a Dimensions Implementation Specialist or Support Analyst to obtain the proper information from your bank to set up a direct deposit procedure.

STEP 2 **License Direct Deposit Software.** This step licenses the Direct Deposit software, making it available on the **Other P/R Options Menu**.

STEP 3 **Build Direct Deposit File.** This step creates the file needed for the Direct Deposit system – PM8.D Employee Direct Deposit Info File. This file holds specific information for each employee participating in direct deposit such as the deduction code, bank routing number, and account number.

STEP 4 **Maintain Employee Master File - PM1.D.** For each employee participating in Direct Deposit, change field 109, **DIRECT DEPOSIT Y/N**, in their employee record in PM1.D.

STEP 5 **Enter Variable File Settings.** Set up options required for transmitting direct deposit information such as transmission method, routing method, bank routing number, modem phone number, bank account number, and so on.

STEP 6 **Set Up Deduction Codes for Direct Deposit.** If certain payroll deductions are going to be deposited directly into a bank account, the deduction code must be flagged with the direct deposit option. Deductions codes are maintained in the Payroll Variable File.

STEP 7 **Add Employee Direct Deposit Records.** Add records to the PM8.D file for each employee participating in direct deposit. One record is for the net check to be deposited into their checking account, storing their bank routing number and checking account number. Any additional payroll deductions are entered with the same deduction number set up in the Variable File, with the bank routing number and employee's bank account number stored in PM8.D. This file also controls the pre-notification flag.

Step 1 Set Up Direct Deposit with Bank

Since each banking entity has their own methods and specifications for electronically transferring data, you will need to work with the Dimensions Implementation Specialist or Support Analyst to get the proper information from your bank such as transmission standards, modems set up, and passwords with sign on instructions.

Notify the bank that the payroll deposit text file will be an unbalanced batch. This means that they will create the entry to take the full amount out of your company's account.

> ☞ **NOTE:** Dimensions needs to write the scripts for each bank since each bank has their own specifications to handle electronic transfers.

Step 2 License Direct Deposit Software

After purchasing the Direct Deposit system, call a Dimensions Support Analyst to license the software. The process of licensing activates the software and Direct Deposit option to the **Payroll Menu** under **Other P/R Options**. Call Dimensions support at 1.800.755.5911 during normal business hours.

Step 3 Create Direct Deposit File

The Direct Deposit system requires one new file – Employee Direct Deposit Information PM8.D. This file contains the employee number, deduction codes, send pre-notification, ABA bank routing number, and bank account number.

Using **System Manager, File Management, Create Files** (DS08911), build PM8.D. This file holds one record per employee and deduction. Build the file for twice the number of employees (twice the size of PM1.D).

Step 4 Maintain Employee Master File – PM1.D

For each employee participating in Direct Deposit, change their employee record in the Employee Master File, PM1.D. You need to know the employee numbers before beginning this procedure.

1 From the **Payroll Main Menu**, select **Payroll File Maintenance**. Then select **1** for **Maintain Employee File (PM1)** to maintain existing employees.

2 The computer displays:

```
DS06011A   MAINTAIN PAYROLL MASTER STATIC DATA (1ST HALF)

 1. EMP NO                          2. NAME
 3. ADDR 1                          4. ADDR 2
 5. ZIP CD          6. STORE        7. SS#            8. PERIODS PER YR
 9. MARRIED (S/M)  10. TYPE(S/H)   11. FED EXEMPTS     12. ST EXEMPTS
13. LOC EXEMPTS    14. DEPT        15. WRKMAN CMP CD   16. ST TAX CD
17. LOC TAX CD     18. RATE/SALARY                     19. HIRE DT
20. BIRTH DT       21. TERM DT                  22. FED WH ADDON
23. ST WH ADDON                                 24. LOC WH ADDON
104. AREA CODE                                102. PHONE
101. LAST RAISE                               103. VACATION TAKEN
105. EXEMPT AMT (ANNUAL)             107. GENDER (M/F)    108. PAY THRU TBL
109. DIRECT DEPOSIT (Y/N)
DEDUCTIONS:CD     FREQ          AMOUNT          LIMIT
25. 1ST       26.       27.             28.
29. 2ND       30.       31.             32.
33. 3RD       34.       35.             36.
37. 4TH       38.       39.             40.
41. 5TH       42.       43.             44.
45. 6TH       46.       47.             48.

ENTER OPTION (A,V,E,?):
```

Enter **V** for View. You must view the employee's record before changing it.

3 The cursor moves to **1. EMP NO**. Enter the employee number you need to change.

4 Additional options are displayed at the bottom of the screen:

```
ENTER OPTION (A,C,D,N,P,V,E,?):
```

Enter **C** for Change.

5 The cursor moves to **2. NAME**. Press **Tab** through this field without changing it. Move the cursor to field **109. DIRECT DEPOSIT (Y/N)** using the **Tab** key.

```
DS06011A   MAINTAIN PAYROLL MASTER STATIC DATA (1ST HALF)

 1. EMP NO    2400                  2. NAME   DENVER/JOHN____________________
 3. ADDR 1 600 ROCKY MOUNTAIN DR.   4. ADDR 2 COUNTRY ROADS, WI
 5. ZIP CD 66621      6. STORE   1   7. SS# 455-12-3221  8. PERIODS PER YR  26
 9. MARRIED (S/M)   S 10. TYPE(S/H)H 11. FED EXEMPTS    0  12. ST EXEMPTS     0
13. LOC EXEMPTS     0 14. DEPT     1 15. WRKMAN CMP CD  1  16. ST TAX CD       1
17. LOC TAX CD      0 18. RATE/SALARY        16.00         19. HIRE DT    31194
20. BIRTH DT    63055 21. TERM DT           0      22. FED WH ADDON        4.00
23. ST WH ADDON        4.00                        24. LOC WH ADDON         .00
104. AREA CODE                  715             102. PHONE              8820694
101. LAST RAISE                91594            103. VACATION TAKEN       16.00
105. EXEMPT AMT (ANNUAL)         .00 107. GENDER (M/F)  M  108. PAY THRU TBL  1
109. DIRECT DEPOSIT (Y/N)
DEDUCTIONS:CD     FREQ          AMOUNT           LIMIT
25. 1ST     1 26. YYYYY 27.        5.00 28.      600.00
29. 2ND     3 30. YYYYY 31.        4.00 32.      500.00
33. 3RD     5 34. YYYYY 35.        7.00 36.      700.00
37. 4TH     6 38. YNYNY 39.        6.00 40.      600.00
41. 5TH     0 42.       43.         .00 44.         .00
45. 6TH     0 46.       47.         .00 48.         .00

ENTER OPTION (A,C,D,N,P,V,E,?): C
```

Enter **Y** to activate the Direct Deposit feature for this employee. Press **Enter**.

6 The cursor moves to the next field (**25. 1ST**). Enter a period (**.**) and press **Enter** to bypass the remaining fields on this screen.

7 The computer asks at the bottom of the screen: **OK TO CHANGE RECORD Y/N?** Enter **Y** to make the change effective. Make sure to enter an uppercase letter. Or enter **N** to reject the change.

8 Repeat Steps 3-7 for each employee to be changed. When done changing employees, press **Esc** at **1. EMP NO**.

9 When done changing employees, press **Esc** at **1. EMP NO**. Then enter **E** to end this procedure and return to the previous menu.

Step 5 Enter Variable File Settings

Make the following Variable File entries for the Direct Deposit option.

1 From the **Dimensions Main Menu**, select **Other Options**. Then select **Payroll**.

2 Select **Other P/R Options**. Then select **Direct Deposit**.

3 Select **Direct Deposit Variable File**. The computer displays:

```
CSVM0814    Direct Deposit Options     ABC LUMBER COMPANY          Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01

                    Choose Direct Deposit Options Menu:
                     +--------------------------------+
                     |  1. Direct Deposit Maintenance |
                     |  2. Direct Deposit Report      |
                     +--------------------------------+



<Esc>=End
```

Enter **1** to maintain the Direct Deposit Variable File settings. Or enter **2** to print the report showing the Direct Deposit Variable File settings. See the sample report at the end of this section.

4 If you selected **1** for **Direct Deposit Maintenance**, the computer displays:

```
CSVM0815    Direct Deposit Maintenance    ABC LUMBER COMPANY       Date mm/dd/yy
Rev9.0.3                                                           Port  37
                                                                   Store 01

     1. Store Number                   +---------Transmission Method---------+
     2. Transmission Method            |  A = Transmit From One Location     |
     3. Routing Method                 |  B = Transmit From Multiple Store   |
     4. Company Bank Routing#          |      Locations                      |
     5. Company Bank Name              +-------------------------------------+
     6. Company ID# (Fed ID#)
     7. Modem Number of Bank
     8. Post Debit Entry In Ach.Txt (Y/N)
     9. Company Bank Account#
    10. Reference Number
    11. Summary Print Program
    12. Bank Communication Program


Scroll / Select - Transmission Method      <Esc>=Change Store
```

The cursor is positioned in the box of options for field 2, **Transmission Method**. Enter the following fields:

2. Transmission Method — If you are going to be transmitting from one location, enter **A** (all stores use the same bank). Or enter **B** for transmitting from multiple store locations and using different banks. If you have multiple stores, you need to set up this Variable File record for each store.

3. Routing Method — Enter **L** for Local Bank (employer's bank distributes directly to the employees' banks). Or enter **F** for Federal Reserve Bank (employer's bank transmits the data to the Federal Reserve which then distributes to the employees' banks). This is most commonly used by smaller, locally owned banks.

4. Company Bank Routing# (This field is displayed if **Routing Method=L**). Enter the company bank's transit routing number, up to 9 characters.

4. Fed Reserve Routing# (This field is displayed if **Routing Method=F**). Enter the federal reserve transit routing number, up to 9 characters.

5. Company Bank Name Enter up to 23 characters for the company bank's name.

6. Company ID# (Fed ID#) (This field is displayed if **Routing Method=L**). Enter the company's federal tax ID#, up to 9 characters.

6. Company Bank Routing# (This field is displayed if **Routing Method=F**). Enter the company bank's transit routing number (9).

7. Modem Number of Bank Enter the modem phone number for the company bank (14 characters).

8. Post Debit Entry in Ach. Text (Y/N) Enter **Y** to post the debit entry to the ACH text file. The system creates a text file named ACH.TXT in the format specified by the National Automated Clearing House Association (NACHA), the non-profit trade organization that makes the rules and operating guidelines for electronic payments. ACH.TXT is used for sending pre-notifications payroll transactions with direct deposits to the bank.

9. Company Bank Account# Enter the company bank account number (17).

10. Reference Number Enter the starting direct deposit reference number. During Process Payroll, you will print a Direct Deposit Summary which will assign a reference number to each direct deposit "check." This number will always come from store 1 so there will be less chance for creating duplicates. Reference numbers are stored as the check number in PM2.D. **NOTE:** Make sure this reference number is not close to the range of check numbers currently being used to avoid possible mixing with check numbers.

11. Summary Print Program Enter the program name CS06325 which prints on 8½ x 11" plain paper. This is used during Process Payroll to print a summary statement of each direct deposit "check".

12. Bank Communication Program Enter the program name for your specific bank communication program (sends the direct deposit text file). Contact a Dimensions Support Analyst for the program name to use here. Leave this field blank if you are using a separate PC to communicate with the bank.

SAMPLE DIRECT DEPOSIT VARIABLE FILE REPORT

```
mm/dd/yy  DIRECT DEPOSIT OPTIONS REPORT   DIMENSIONS TESTING          CSVP0810
17:26:13                                                             PAGE 0001

STORE:  1   TESTING COMPUTER - STORE 1

      DESTINATION ID # (Receiver)   123
      DESTINATION NAME (Bank)       WELL FARGO
      ORIGINATOR ID                 123456
      MODEM NUMBER OF BANK          18053651233
      PASSWORD
      REFERENCE NUMBER              1209
      SUMMARY PRINT PROGRAM         CS06325
```

Step 6 Set Up Deduction Codes for Direct Deposit

Set up any deduction codes for direct deposit. These are most likely deposits made to credit union accounts or savings accounts that employees can have deducted from their pay. A deduction can be set up for direct deposit only if the selected banking institution has a transit number and the employee has an account there.

1 From the **Payroll Menu**, select **Other P/R Options**. Then select **Direct Deposit**.

2 Select **4** for **Deduction Code Maintenance**.

3 The computer displays:

```
CSVM0803    Payroll Deductions      ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                          Port  37
                                                                  Store 01

     1. Store Number                          1
     2. Deduction Code  (1-99)                0
     3. Description

     4. Deduction Method
     5. Deduction Type
     6. Direct Deposit   (Y/N)
     7. Print Totals on Check Register (Y/N)

     8. Deduction G/L Account




<Esc>=Change Store    (.)=End    <F1>=Help
```

This is the same program found in the Payroll Variable File, Deductions. It is included in the Direct Deposit menu system for convenience. The cursor is positioned at **2. Deduction Code (1-99)**. Set up a new deduction or change existing deduction codes. Enter the following fields for the direct deposit option:

6. Direct Deposit (Y/N) Enter **Y** to flag this deduction for direct deposit.

8. Deduction G/L Account This must be set to the G/L number for the bank account since cash will be credited when the direct deposit is sent to the bank. The GPOST credit to cash for the payroll batch will be the total net pay plus total deductions.

Step 7 Add Employee Direct Deposit Records

This step maintains the PM8.D file (Employee Direct Deposit Information) for each employee. You need to add one record for each employee for Deduction 0 which holds the direct deposit information (bank routing number and employee's checking account number) for that employee's net check. Any additional payroll deductions are entered with the same deduction number set up in the Variable File. The direct deposit information for the deductions also includes the bank routing number and the employee's account number.

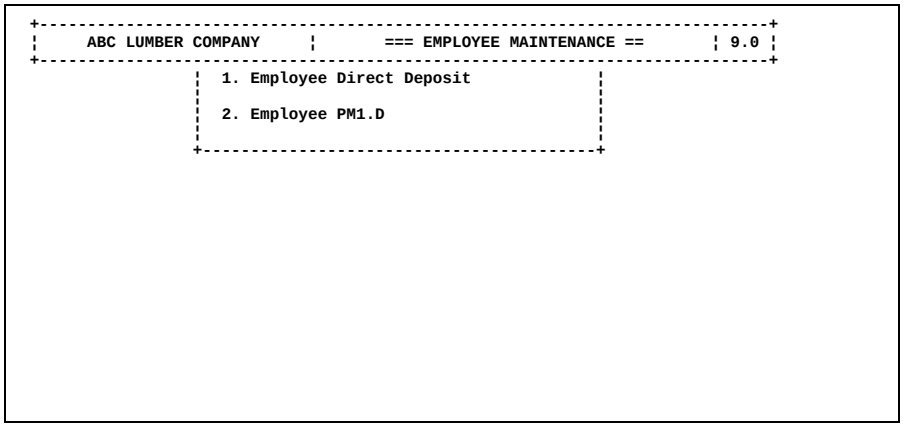
In addition, each record entered here has a pre-notification flag. This marks the employee so that a pre-notification record is sent to the ACH prior to processing payroll. The pre-notification should be sent at least ten days prior to processing any payroll with a direct deposit (check with your individual bank for specific requirements). This allows the ACH to prepare for the incoming payroll direct deposit. When the pre-notification is sent, the system automatically changes the pre-notification flag to **N**. Any time there are changes the employee's direct deposit setup, the pre-notification field must be set to **Y** and the information transmitted to the ACH again, at least ten days prior to processing payroll with the changes.

When an employee signs up for direct deposit, the information should not be entered into the computer until after the next payroll. Since the pre-notification needs to be sent at least ten days before processing a payroll, it's probably best to send the pre-notification for all employees ready to sign up at one time after the next payroll.

1 From the **Payroll Menu**, select **Other P/R Options**. Then select **Direct Deposit**.

2 Select **1** for **Employee Maintenance**.

3 The computer displays the following menu:



Select **1** for **Employee Direct Deposit**.

4 Then the computer displays the PM8.D maintenance screen:

```
CS06018    Employee Direct Deposit - PM8       DIM11 DATA          Date mm/dd/yy
Rev11.0.2                                                          Port  40
                                                                   Store 01

     1. Employee Number                            0
     2. Type of Deduction
     3. Deduction Code (0,1-99)
     4. Account Type
     5. Send Pre-Notification (Y/N)
     6. ABA Bank Routing Number
     7. Bank Account Number

<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

If you are adding a new employee, enter **A** for Add and fill in each field (see below). If you are changing an existing employee, enter **V** for View, enter the employee number and deduction code you wish to view. Then you can select **C** for Change to change any of the displayed fields.

1. Employee Number — Enter the employee's number (up to 7 digits). Make sure you enter the correct employee number as the program will not display the employee's name for verification.

2. Type of Deduction

N = Net amount of check. Field 3, **Deduction Code**, must be **0** for this type of deduction. Deduction codes 1-99 are not allowed.

S = Set amount. Field 3, **Deduction Code**, must be **1-99** for this type of deduction. Deduction code 0 is not allowed. The amount is set up in PM1.D (Employee Master File) in **Maintain Deduction Codes**.

3. Deduction Code (0, 1-99) — **0** = direct deposit information for net check. **1-99**=deduction code. (Deductions for savings accounts must be set up under a separate deduction code.) The employee could have several entries in this file – at least one for the net check and then others for any deductions that will be deposited directly.

> ☞ **NOTE:** The employee must have a checking account, not a savings account, for the net deposit.

4. Account Type — Enter the code required by the bank when sending the direct deposit:

C = Checking

S = Savings

> ☞ **NOTE:** For existing direct deposit records with **Deduction Code=0**, the program assumes it is a checking account.

5. Send Pre-Notification (Y/N) Must be set to **Y** when you set up direct deposit for this employee for the first time. Once the pre-notification is sent to the ACH center, the program will change this flag to **N** automatically. If you are making changes to the employee's direct deposit information (such as changing the bank or account number), you must manually change this field to **Y**. Then send another pre-notification to the ACH 10 days prior to processing payroll with these changes.

6. ABA Bank Routing Number Enter the bank's ABA routing number, up to 9 characters.

7. Bank Account Number Enter the employee's bank account number, up to 17 characters.

5 Repeat for each employee/deduction combination.

6 You can check your entries by printing the Direct Deposit List found in **Direct Deposit Reports.**

Direct Deposit Procedures

OVERVIEW

This section contains Direct Deposit procedures. You can use it as a supplementary aid as you learn the system, as a reference guide to answer certain procedural questions for regular Direct Deposit activities, and as a teaching tool for new personnel.

Each part is described below:

Part 1. Send Pre-Notification
Use this procedure to send a pre-notification electronically to the ACH (Automated Clearing House) center at the bank that will initialize or allow future direct deposits.)

Part 2. Process Payroll
This part explains the direct deposit options and how to process a batch of payroll entries with direct deposits.

> ☞ **NOTE:** Direct Deposit reports are not covered in this section. See Direct Deposit Reports for specific instructions for printing reports.
>
> The Direct Deposit Variable File is covered in its own section as well as Deduction Code Maintenance.

Part 1. Send Pre-Notification

PURPOSE: Use this procedure to send a pre-notification electronically to the ACH (Automated Clearing House) center at the bank that will initialize or allow future direct deposits. This needs to be done any time an employee is set up for direct deposit for the first time or when changes are made to the employee's bank information (bank routing number or bank account number).

The employee's record in PM8.D (Employee Direct Deposit Information) contains a field called **Send Pre-Notification (Y/N)**. When the employee is set up for the first time, this field must be **Y**. When the pre-notification is sent to the ACH center, the system changes this flag to **N** so another pre-notification is not sent. If the employee's bank information in PM8.D changes, this field must be set to **Y** again so another pre-notification can be sent, alerting ACH of the changes.

> ☞ **NOTE:** Pre-notifications must be sent at least ten days before sending direct deposit transactions to the bank. Check with your bank about any exact time requirements. Be sure to send pre-notifications after processing a payroll batch but before processing the next payroll batch that will contain direct deposits.

PROCEDURE:

1. From the **Dimensions Main Menu**, select **Other Options.**
2. Select **Payroll**. Then select **Other P/R Options.**
3. Select **Direct Deposit** and then **Direct Deposit Reports.**
4. Select **1** for **Send Pre-Notifications**. The computer displays:

```
CS06320     Send Pre-Notifications   ABC LUMBER CO.              Date mm/dd/yy
Rev9.0.7                                                        Port  37
                                                                Store 01

    1. Input Parameters

          Print Order 1)Numerically  2)Alphabetically     1
          Beginning Employee                             0
          Ending    Employee                       9999999
          Store Number    (0=All)                        0
          State Code      (0=All)                        0
          Effective Date (MMDDYY)                   mmddyy
          File Batch ID                                  1

    2. Print Pre-Notification Edit List

    3. Create ACH Text File And Transfer




Enter Option(E-End):
```

Select **1** to change the input parameters. Enter the following parameters:

Print Order 1) Numerically
2) Alphabetically — Enter **1** to transmit employees in employee number order. Or enter **2** to transmit in employee name order.

Beginning Employee — Enter the beginning employee number or name of the range to be included in the transmission.

Ending Employee — Enter the ending employee number or name to be included in the transmission.

Store Number (0=All) — Enter the store number to transmit or **0** for all stores.

State Number (0=All) — Enter the desired state number or **0** for all states.

Effective Date — Enter the date you wish the direct deposit to take effect.

File Batch ID — Enter the file batch ID. If sending more than one ACH text file in a day, you must increment the batch ID for each file sent.

5 After you enter the input parameters, select **2** for **Print Pre-Notification Edit List** to check the data that will be transmitted.

6 The computer displays:

```
CS06320P     Pre-Notification Edit List    ABC LUMBER CO.          Date mm/dd/yy
Rev8.0.1                                                          Port  37
                                                                  Store 01

    1. Input Parameters

          Number Of Copies                    1
          Report Date                      mmddyy









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print the report using standard print procedures. See the following sample report. Check the report that it contains the proper employees. Change the PM8.D records if needed and then print the Pre-Notification Edit List again. Use the totals from the edit list (total number of detail records and batch hash total) to verify the totals from the bank reports.

SAMPLE PRE-NOTIFICATION EDIT LIST

```
mm/dd/yy                    PRE-NOTIFICATION EDIT LIST              ABC LUMBER CO.                              CS06320P
16:15:15                                                                                                        PAGE 0001

EMPLOYEE     NAME                          S.S.#       STORE  STATE  TYPE                 BANK ROUTE#    EMP ACCT #


      2  WHITE/SUE                      2               2     5    0-NET CHECK            204444444  20555555555555555
                                                                    1-PENSION              214444444  24555555555555555
                                                                    2-GARNISHMENT          224444444  22555555555555555

      3  GREEN/FRED                     345-67-8901     1     1    0-NET CHECK            304444444  30555555555555555

      4  REDD/TOM                       456-78-9012     1     1    0-NET CHECK            404444444  40555555555555555

         COMPANY DEBIT ENTRY                                       0-                     444444444  99999999999999999


TOTAL NUMBER OF DETAIL RECORDS:                    6

BATCH HASH TOTAL             :            0179666664
```

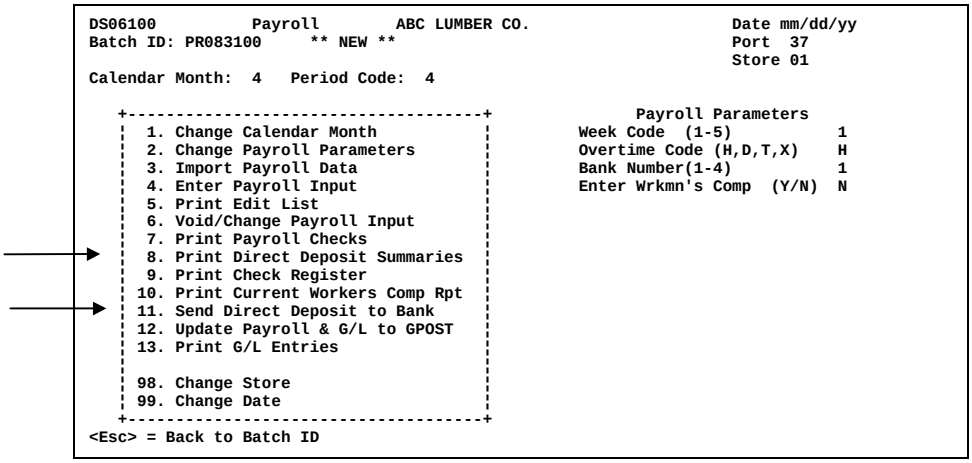
7 After you have a valid edit list, select **3** for **Create ACH Text File and Transfer**. The program creates a text file named ACH.TXT in the format specified by the National Automated Clearing House Association (NACHA). The text file is sent electronically to the bank's ACH center using to the modem phone number set up in the Variable File. The ACH is then responsible for setting up the employee's account for direct deposit.

8 You are returned to the screen in Step 4 where you can enter **E** to end this procedure.

NOTES:

Part 2. Process Payroll

PURPOSE: Direct deposit options are now available in the Process Payroll procedure. The menu is displayed as follows with 2 additional options:


DS06100 Payroll ABC LUMBER CO. Date mm/dd/yy
Batch ID: PR083100 ** NEW ** Port 37
Store 01
Calendar Month: 4 Period Code: 4
1. Change Calendar Month
2. Change Payroll Parameters
3. Import Payroll Data
4. Enter Payroll Input
5. Print Edit List
6. Void/Change Payroll Input
7. Print Payroll Checks
8. Print Direct Deposit Summaries
9. Print Check Register
10. Print Current Workers Comp Rpt
11. Send Direct Deposit to Bank
12. Update Payroll & G/L to GPOST
13. Print G/L Entries
98. Change Store
99. Change Date
Payroll Parameters
Week Code (1-5) 1
Overtime Code (H,D,T,X) H
Bank Number(1-4) 1
Enter Wrkmn's Comp (Y/N) N
<Esc> = Back to Batch ID

Option 8, **Print Direct Deposit Summaries**, prints a summary report since checks will not be printed for direct deposit employees. Option 11, **Send Direct Deposit to Bank**, creates the text file (ACH.TXT) and sends it electronically to the company's bank ACH center via modem.

Once the direct deposit text file has been sent to the ACH center, the PM2 record is assigned a transaction (reference) number instead of a check number. It is then flagged as cleared. The payroll check register then summarizes direct deposit totals by payroll batch. Transaction numbers comes from the Payroll Variable File (Transaction Numbers).

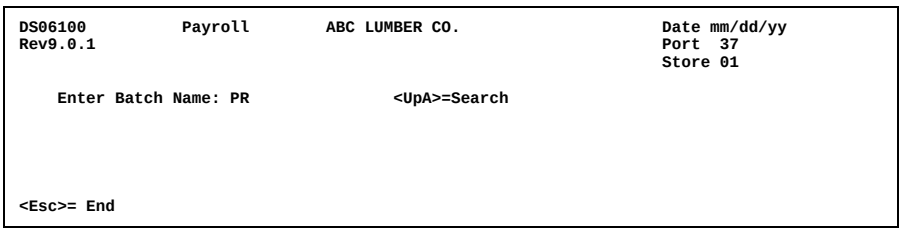
PROCEDURE:

1 From the **Payroll Menu**, select **2** for **Process Payroll**.

2 If needed, make a backup copy of the payroll files before beginning a new batch. Select **1** for **Copy Payroll Files** and follow normal procedures. See SECTION 1, Payroll Procedures, in the *Payroll User Manual* for detailed instructions on processing a payroll batch.

3 Then select **2** for **Enter Payroll Data**.

4 The computer displays:



Enter a batch code for the new batch of payroll.

5 The computer displays:

```
DS06100          Payroll        ABC LUMBER CO.                    Date mm/dd/yy
Batch ID: PR083100     ** NEW **                                   Port  37
                                                                   Store 01

Calendar Month:  4   Period Code:  4

   +-------------------------------------+            Payroll Parameters
   |  1. Change Calendar Month           |       Week Code  (1-5)           1
   |  2. Change Payroll Parameters       |       Overtime Code (H,D,T,X)    H
   |  3. Import Payroll Data             |       Bank Number(1-4)           1
   |  4. Enter Payroll Input             |       Enter Wrkmn's Comp  (Y/N)  N
   |  5. Print Edit List                 |
   |  6. Void/Change Payroll Input       |
   |  7. Print Payroll Checks            |
   |  8. Print Direct Deposit Summaries  |
   |  9. Print Check Register            |
   | 10. Print Current Workers Comp Rpt  |
   | 11. Send Direct Deposit to Bank     |
   | 12. Update Payroll & G/L to GPOST   |
   | 13. Print G/L Entries               |
   |                                     |
   | 98. Change Store                    |
   | 99. Change Date                     |
   +-------------------------------------+
<Esc> = Back to Batch ID
```

Check the calendar month and payroll parameters. Change if needed.

6 Enter the payroll input (timesheets). You will notice that **Direct Deposit** is displayed on the screen as the employee's time is entered.

7 Print an edit list and make any needed corrections to the batch. The edit list notes which employees are direct deposit. The routing numbers and account numbers are also checked. If there is an error, then most likely a pre-notification has not been sent and the best procedure would be to take the employee off direct deposit for this payroll (by changing PM1, field 109), void and re-enter the check, and then set up the employee for direct deposit before pre-notifications are sent).

8 If needed, print payroll checks for non-direct deposit employees.

9 Then select **8** for **Print Direct Deposit Summaries**. This step assigns a reference number to each "check" (direct deposit transaction) before it is sent to the bank. A summary is printed for each direct deposit employee. It should be printed on blank paper. For example:

```
------------------------------------------------------------------------------
* * * * * * *    D I R E C T   D E P O S I T   S U M M A R Y    * * * * * * *
------------------------------------------------------------------------------


         Employee No: 100                          Check Date       10/02/97
                                                   Paid Thru        10/02/97
         TOM ATKINS                                Reference No          1207
         550 ELM STREET                            Dept         2 YARD-WAREH
         SALT LAKE CITY, UT                        State        1
         84118                                     Store        1
                                                   Social Sec #  528-72-5993


DEPT          RATE/SAL   REG-HRS      OT-HRS   REG-EARN    OT-EARN   TOT-EARN

  2               7.50     80.00   H              600.00                600.00

   OTHER PAY              TODAY      Y-T-D

 1 ******************              5500.00


EARNINGS         TODAY      Y-T-D         DEDUCTIONS         TODAY      Y-T-D

Gross Pay       600.00    7530.63         HEALTH INSUR       50.00     250.00
Federal Tax      34.49    1046.03         401K               18.00     225.93
Fica S.S. Tax    37.20     466.91         CREDIT UNION       25.00     125.00
Fica Medicare     8.70     109.20
State Tax        14.33     420.59
Deductions       93.00     600.93
Net Pay         412.28    4886.97


- - -  DIRECT DEPOSIT  - - -

NET PAY               412.28
```

10 If needed, print a check register and a current worker's compensation report as per normal payroll procedures.

11 Select **11** for **Send Direct Deposit to Bank**. The computer displays:

```
CS06330      Send Direct Deposit To Bank   ABC LUMBER CO.          Date mm/dd/yy
Rev9.0.8                                                          Port  37
                                                                  Store 01
    1. Input Parameters

          Batch Id                     PR083100
          Effective Date (MMDDYY)          mmddyy
          File Batch ID                         1


    2. Print Direct Deposit Edit List

    3. Create ACH Text File And Transfer




Enter Option(E-End):
```

Select **1** to change the input parameters if needed.

12 After you enter the input parameters, select **2** for **Print Direct Deposit Edit List** to check the data that will be transmitted.

13 The computer displays:

```
CS06330P      Direct-Deposit Edit List     ABC LUMBER CO.          Date mm/dd/yy
Rev8.0.1                                                          Port  37
                                                                  Store 01
    1. Input Parameters

          Number Of Copies                      1
          Report Date                      mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print the report using standard print procedures. See the following sample report. Check the report that it contains the proper data. Use the totals from the edit list (total number of detail records and batch hash total) to verify the totals from the bank reports.

SAMPLE DIRECT DEPOSIT EDIT LIST

```
mm/dd/yy                    DIRECT DEPOSIT EDIT LIST              ABC LUMBER CO.                                  CS06330P
17:04:20                                                                                                          PAGE 0001

EMPLOYEE     NAME                          S.S.#          TYPE                  BANK ROUTE#      EMP ACCT #            AMOUNT

      2  WHITE/SUE                      2              0-NET CHECK             204444444    20555555555555555         255.61
      2  WHITE/SUE                      2              1-PENSION               214444444    24555555555555555          10.00
      2  WHITE/SUE                      2              2-GARNISHMENT           224444444    22555555555555555          20.00
      3  GREEN/FRED                     345-67-8901    0-NET CHECK             304444444    30555555555555555         211.30
      3  GREEN/FRED                     345-67-8901    15-DIR DEPOSIT          315444444    31555555555555555          15.00
      3  GREEN/FRED                     345-67-8901    1-PENSION               314444444    31555555555555555         100.00
      4  REDD/TOM                       456-78-9012    0-NET CHECK             404444444    40555555555555555         265.11
      4  REDD/TOM                       456-78-9012    15-DIR DEPOSIT          415444444    41555555555555555          15.00

         COMPANY DEBIT ENTRY                           0-                      444444444    99999999999999999         892.02

          TOTALS:                    NUMBER OF DETAIL RECORDS:          9                                          892.02

                                     BATCH HASH TOTAL       :    0284199996
```

14 After you have a valid edit list, select **3** for **Create ACH Text File and Transfer**. The program creates a text file named ACH.TXT in the format specified by the National Automated Clearing House Association (NACHA). The text file is sent electronically to the bank's ACH center using to the modem phone number set up in the Variable File. The ACH is then responsible for making the appropriate banking transactions to deposit funds to the employees' accounts.

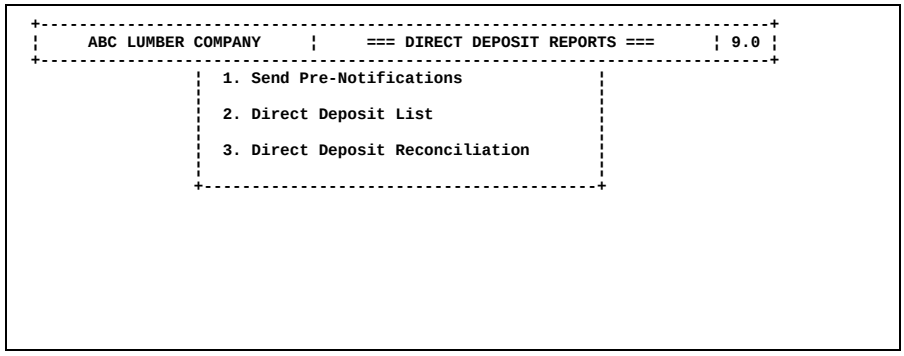
15 You are returned to the screen in Step 11 where you can enter **E** to end this process and return to the **Process Payroll Menu**.

16 Complete the payroll process by updating the payroll batch and printing G/L entries.

NOTES:

Direct Deposit Reports

This section contains the three Direct Deposit reports. When you select **Direct Deposit Reports** from the **Direct Deposit Menu,** another menu is displayed:



The following section is organized according to this menu. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

How To Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.

1. Send Pre-Notification

This option is explained in Direct Deposit Procedures, Part 1. Please refer to those instructions.

2. Direct Deposit List

This report prints a list of employees who are participating in direct deposit (field 109 in PM1.D is marked **Y**). It includes employee number and name, Social Security number, assigned store number, deduction type (net check or a deduction), bank routing number, employee bank account number, and sent note information (pre-notification).

This information comes from PM1.D (Employee Master File) and PM8.D (Employee Direct Deposit Info).

```
CS06329      Employee Direct Deposit List    ABC LUMBER CO.        Date mm/dd/yy
Rev9.0.1                                                           Port  37
                                                                   Store 01
    1. Input Parameters

          Report Print Order                        1     Employee Order
          Beginning Employee                        0
          Ending    Employee                  9999999
          Number of Copies                        1
          Report Date                         mmddyy
          Select Optional Field (Y/N)              N









<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Report Print Order — Enter **1** to print in employee number order or **2** to print in employee name order.

Beginning Employee — Enter the first employee number or name (according to the print order selected above) to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee — Enter the last employee number or name to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

SAMPLE DIRECT DEPOSIT LIST

```
mm/dd/yy                    EMPLOYEE DIRECT DEPOSIT LIST              ABC LUMBER CO.                                  CS06329
15:26:05                                                                                                          PAGE 0001

EMPLOYEE     NAME                          S.S.#       STORE    TYPE                BANK ROUTE#    EMP ACCT #          SENT NOTE

      2  WHITE/SUE                     2                2    0-NET CHECK           204444444  20555555555555555
                                                               1-PENSION             214444444  24555555555555555
                                                               2-GARNISHMENT         224444444  22555555555555555
      3  GREEN/FRED                    345-67-8901      1    0-NET CHECK           304444444  30555555555555555
                                                               1-PENSION             314444444  31555555555555555
                                                              15-DIR DEPOSIT         315444444  31555555555555555
      4  REDD/TOM                      456-78-9012      1    0-NET CHECK           404444444  40555555555555555
                                                              15-DIR DEPOSIT         415444444  41555555555555555
   1800  BROOKS/GARTH                  474-92-6211      1    0-NET CHECK           180444444  18055555555555555
```

3. Direct Deposit Reconciliation

This report prints a complete summary of all direct deposits within a specified check date range. It can be printed with deposit detail or batch totals. This report can be used to help balance direct deposit totals with bank reports.

The report includes batch ID, paid thru date, check date, number of detail records in the batch, net check deposit, deduction deposit (total for all deductions), and total (net check plus deductions).

```
CS06328     Direct-Deposit Reconciliation   ABC LUMBER CO.          Date mm/dd/yy
Rev9.0.1                                                            Port  37
                                                                    Store 01
    1. Input Parameters

          Beginning Check Date (MMDDYY)          0
          Ending    Check Date (MMDDYY)     999999
          Print Deposit Detail   (Y/N)           N
          Number Of Copies                       1
          Report Date                       mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Check Date (MMDDYY) — Enter the first check date of the date range to include on this report. Or press **Tab** to start with the first check found in the file.

Ending Check Date (MMDDYY) — Enter the last check date of the range to include on this report. Or press **Tab** to pick up all remaining checks found in the file.

Print Deposit Detail (Y/N) — Enter **Y** if you wish to print detail (includes all the deposits showing batch ID, paid thru date, check date, employee number and name, reference number, net check deposit amount, deduction deposit amount, and total). Or enter **N** if you wish to print only the batch totals.

SAMPLE DIRECT DEPOSIT RECONCILIATION

```
mm/dd/yy                    DIRECT DEPOSIT RECONCILIATION          ABC LUMBER CO.                          CS06328
15:51:39                                                                                                   PAGE 0001

BATCH ID    PAID THRU     CHECK     EMPLOYEE      NAME                          REFERENCE    NET-CHECK     DEDUCTION       TOTAL
              DATE        DATE                                                              DEPOSIT       DEPOSIT

PR032398     03/23/98   03/23/98        100   JARVIS/BERTRAM J.                     176       273.54                     273.54
                                        100   JARVIS/BERTRAM J.                     177       222.95                     222.95

          BATCH TOTALS                NUMBER DETAIL RECORDS:      2                          496.49                     496.49

PR032598     03/25/98   03/25/98        100   JARVIS/BERTRAM J.                     178       273.54                     273.54
                                        300   ZAPPA/MOON                            179      3646.17                    3646.17

          BATCH TOTALS                NUMBER DETAIL RECORDS:      2                         3919.71                    3919.71

PR040198     04/01/98   04/01/98        100   JARVIS/BERTRAM J.                     182       273.54                     273.54
                                        300   ZAPPA/MOON                            183      3646.17                    3646.17
                                       1100   PAULI/J. T.                           184      1058.01                    1058.01
                                       2600   LAKE/POWELL                           185      1781.70                    1781.70

          BATCH TOTALS                NUMBER DETAIL RECORDS:      4                         6759.42                    6759.42


PR041098     04/10/98   04/10/98        100   JARVIS/BERTRAM J.                     180       387.50                     387.50
                                        100   JARVIS/BERTRAM J.                     181       235.56                     235.56

          BATCH TOTALS                NUMBER DETAIL RECORDS:      2                          623.06                     623.06


          REPORT TOTAL                NUMBER DETAIL RECORDS:     10                        11798.68                   11798.68
```

Deduction Code Maintenance

> ☞ **NOTE:** Deduction codes were entered during Getting Started with Direct Deposit. See the introduction to this appendix. If you need to add or changes deductions after Direct Deposits have been started, use this option.

Set up any deduction codes for direct deposit. These are most likely deposits made to credit union accounts or savings accounts that employees can have deducted from their pay. A deduction can be set up for direct deposit only if the selected banking institution has a transit number and the employee has an account there.

1 From the **Payroll Menu**, select **Other P/R Options**. Then select **Direct Deposit.**

2 Select **4** for **Deduction Code Maintenance**.

3 The computer displays:

```
CSVM0803    Payroll Deductions      ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                          Port  37
                                                                  Store 01

     1. Store Number                          1
     2. Deduction Code  (1-99)                0
     3. Description

     4. Deduction Method
     5. Deduction Type
     6. Direct Deposit   (Y/N)
     7. Print Totals on Check Register (Y/N)

     8. Deduction G/L Account




<Esc>=Change Store    (.)=End    <F1>=Help
```

This is the same program found in the Payroll Variable File, Deductions. It is included in the Direct Deposit menu system for convenience. The cursor is positioned at **2. Deduction Code (1-99)**. Set up a new deduction or change existing deduction codes. Enter the following fields for the direct deposit option:

6. Direct Deposit (Y/N) — Enter **Y** to flag this deduction for direct deposit.

8. Deduction G/L Account — This must be set to the G/L number for the bank account since cash will be credited when the direct deposit is sent to the bank. The GPOST credit to cash for the payroll batch will be the total net pay plus total deductions.

APPENDIX D. TIME & ATTENDANCE

APPENDIX D. Time & Attendance

Introduction

The Time & Attendance system was created to provide a means of tracking hourly employees' time on the clock and up to six types of other pay (like vacation, holiday or sick pay). This is accomplished through the employee clocking in and out from any Dimensions terminal. All time punches are stored in a file on the Dimensions system. The entries for other pay are entered manually by a supervisor into the same file. Each employee has a record in another file that contains fields for Other Pay Available and Other Pay Used. As the entries are made by the supervisor, the fields for Other Pay Used accumulate information.

As time clock entries are accumulated, the hours may be exported into a file that could be transferred to ADP or imported into the Dimensions Payroll system. At the end of the year, running the Year End Update clears the accumulator fields.

There are several tables that are used in the Time & Attendance system that provide customized information that is unique to your company's payroll procedures:

- Pay Thru Tables. These tables provide a schedule of payroll pay thru dates used to divide the year into pay periods. A different table should be entered for each type of pay frequency you use (i.e., weekly, bi-weekly, semi-monthly, monthly, etc.). Each employee is assigned one of these pay thru tables. This allows you to have a mix of different pay frequencies, some weekly, some bi-weekly, and so on.
- Overtime Tables. These tables set up the rates and schedules for calculating overtime. Overtime hours may be calculated on either a daily or weekly basis. The tables also allow overtime hours to be calculated for multiple levels. For example, the first five hours of overtime are calculated at time and a half and any additional overtime is calculated at double time. Each employee is assigned one of these overtime tables.
- Grace Tables. These are optional tables where you enter a starting and ending time and the length of a grace period (i.e., 10 minutes). If an employee punches in or out within the grace period, the system rounds the punch to the starting or ending time. If the employee punches in or out beyond the specified grace period (i.e., more than 10 minutes), the punches are not rounded. This table also contains forced lunch fields which set up an automatic deduction of time after a specified shift (i.e., 4.5 hours). If an employee does not clock out for lunch after the specified shift length, the system automatically deducts time for a lunch break. This encourages employees to take a lunch per your company's policy. Each employee is assigned one of these grace tables.
- Swipecard Tables. These are also optional tables that cross reference a swipe card to a specific employee number. Swipe cards are used by employees to clock in and out with a card reader rather than having to type in their employee number and password each time.

Getting Started with Time & Attendance

See the following overview of the steps needed to set up the Time & Attendance system for the first time. Then refer to the detailed instructions immediately following the overview to accomplish each step.

STEP 1 **License Time & Attendance Software.** This step licenses the Time & Attendance software, making it available on the **Other P/R Options Menu**.

STEP 2 **Build Time & Attendance System Files.** Creates the files needed for the Time & Attendance system – PM1.D Employee Master File, PM6.D Employee Time Clock File, PM7.D Pay Thru Table File, PM9.D Employee Misc. Data File, PM10.D Grace Tables File (optional), PM11.D Overtime Tables File, and PM12.D Employee Swipecard Cross Reference File (optional).

STEP 3 **Create Pay Thru Tables.** Creates tables that are used for each schedule of pay thru dates. Employees will be assigned the tables used to create the employee punch records.

STEP 4 **Create Overtime Tables.** Creates tables that are used for tracking overtime on reports and import programs. Employees will be assigned to tables which are set up to track overtime on either a daily or weekly basis and split overtime pay into multiple levels if needed.

STEP 5 **Create Grace Tables (optional).** Creates tables that are used for rounding punch times to an established set of working hours.. Employees will be assigned to tables containing their grace periods.

STEP 6 **Enter Variable File Settings.** Enters the descriptions to be used for Other Pay Methods and the export program to be used for Dimensions Payroll. If you are using ADP to process payroll, there are some additional options to set up.

STEP 7 **Create Employee Records.** There are three possible situations for creating employee records. This step shows how to create them according to the method of payroll processing you are going to use:

- Use Dimensions for payroll processing
- Do not use Dimensions or ADP for payroll processing
- Import ADP file to create employee records

STEP 8 **Set Up Swipe Card Table (optional).** If you are using swipe cards for employees to clock in/out, use this step to set up the swipe card table.

STEP 9 **Add Time Punch Program to a Menu.** Determines where to add the Time Punch program on the menu. You may need to add the program to different menus in the Dimensions system if your employees don't access the same menus. An Implementation Specialist or Support Analyst will assist you making these additions to your menus.

Step 1 License Time & Attendance Software

After purchasing the Time & Attendance system, call a Dimensions Support Analyst to license the software. The process of licensing activates the software and adds the Time & Attendance option to the **Payroll Menu** under **Other P/R Options**. Call Dimensions support at 1.800.755.5911 during normal business hours.

Step 2 Create Time & Attendance Files

Using **System Manager, File Management**, **Create Files** (DS08911), build the following files. Use the guidelines below to determine the number of records in each file.

1 PM1.D - Payroll Master Data

There is one record for each employee but create this file for twice the number of employees to allow for future expansion.

> ☞ **NOTE:** Build this file only if you are not currently using the Dimensions Payroll System. If you are currently using the Dimensions Payroll System, this file is already built and you will use the existing employee records.

2 PM6.D - Employee Time Clock File

Multiply the number of employees by the number of working days in a year and double the result. The minimum size of the file should allow for twelve months of information.

There is one record created for each paired time punch per employee.

3 PM7.D - Pay Thru Table File

Create this file for 50 records. There is one record for each set of paid thru dates per year.

4 PM9.D - Employee Misc Data File

Create this file for twice the number of employees. There is one record for each hourly employee.

5 PM10.D - Grace Tables File

This is an optional file. It is used for establishing a grace period before and after clocking in as well as forced lunch reductions. Create this file for 50 records. There is one record for each Grace Table needed

6 PM11.D - Overtime Tables File

Create this file for 50 records. There is one record for each line in each Overtime Table.

7 PM12.D – Employee Swipecard Cross Reference File

This is an optional file. It allows the employees to use individual swipe cards to clock in and out. Create this file for the same size as PM1.D. There is one record for each employee using a swipe card. Typically there is only card per employee but if an employee works at more the one store, they may have a different card at each store.

Step 3 Create Pay Thru Tables

The Pay Thru Tables are used to create records for employee time punches. Each employee is coded to use a table. A table needs to be created for each different schedule of pay thru dates. For example, if your company pays some employees weekly and others bi-weekly, you need to set up one table for the weekly and a second table for the bi-weekly employees.

1 Use **Other Options**, **Payroll**, **Other P/R Functions**, **Time and Attendance**, **Table Maintenance**, **Pay Thru Tables.**

2 The computer displays the following screen:

```
CS06102    Maintain Pay Thru Table (PM7.D)  ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.0                                                          Port  41
                                                                  Store 01

    Year
    Table #     Description
    First Day of Week

    Pay Thru Date   1          14          27          40
           (MMDD)   2          15          28          41
                    3          16          29          42
                    4          17          30          43
                    5          18          31          44
                    6          19          32          45
                    7          20          33          46
                    8          21          34          47
                    9          22          35          48
                   10          23          36          49
                   11          24          37          50
                   12          25          38          51
                   13          26          39          52


Enter Option (A,V,E):
```

Enter **A** to add a new table. Or enter **V** to view an existing table if you need to change or delete it.

3 Enter the following fields:

Year — Enter 4 digits for the current year.

Table # — Enter a number to identify this table (**1-99**).

Description — Enter up to 20 characters to describe this table. For example: **WEEKLY** or **BI-WEEKLY** or **SEMI-MONTHLY**. (Bi-weekly payrolls are paid 26 times a year. Semi-monthly payrolls are paid 24 times a year.)

First Day of Week — The first day of the week corresponds to the first day of the pay period in a weekly or bi-weekly pay period. It is significant to the overtime calculation because overtime is calculated according to the time period established by the first day of the week, regardless of when the pay period ends. A box of options is displayed. Move the highlighted bar to the first day of the pay week using the down arrow (**Sunday**, **Monday**, **Tuesday**, etc.). Then press **Enter** to select the day. The corresponding description is entered automatically.

Pay Period Type — A box of options is displayed. Move the highlighted bar to the appropriate pay period type using the down arrow (**Monthly**, **Semi-Monthly**, **Bi-Weekly**, **Weekly**). Then press **Enter** to select the pay period type.

4 Enter Pay Thru Date of First Pay Period (MMDD)

Enter the ending date (month and day) of the first pay period of the calendar year, no matter what point during the year you actually start using the software. The system calculates the remainder of the dates for the year based on the information you enter. For example:

```
CS06102    Maintain Pay Thru Table (PM7.D)  ABC LUMBER COMPANY     Date mm/dd/yy
Rev8.1.0                                                          Port  39
                                                                  Store 01

    Year 2000
    Table #  1  Description  WEEKLY
    First Day of Week Monday

    Pay Thru Date   1  107     14  407     27  707     40 1006
          (MMDD)    2  114     15  414     28  714     41 1013
                    3  121     16  421     29  721     42 1020
                    4  128     17  428     30  728     43 1027
                    5  204     18  505     31  804     44 1103
                    6  211     19  512     32  811     45 1110
                    7  218     20  519     33  818     46 1117
                    8  225     21  526     34  825     47 1124
                    9  303     22  602     35  901     48 1201
                   10  310     23  609     36  908     49 1208
                   11  317     24  616     37  915     50 1215
                   12  324     25  623     38  922     51 1222
                   13  331     26  630     39  929     52 1229


 <Ent>=Accept    <UpA>=Change    <DnA>=Re-enter First Date    <Esc>=Reject
```

You have the following options:

<Ent>=Accept — Press **Enter** to accept the pay period table as displayed and save the entries.

<UpA>=Change — Press the up arrow to change any of the dates. The cursor moves to the date for the first pay period. Enter the desired date or press **Tab** to bypass it without changing. When you are done changing individual dates, press the up arrow again. Then you can accept or reject the table.

<DnA>=Re-enter First Date — Press the down arrow to enter the first date again, which will recalculate the remaining dates. The options to accept or reject the table are displayed again.

<Esc>=Reject — Press **Esc** to reject the pay period table as displayed and return to the previous step (**Enter Pay Thru Date of First Pay Period (MMDD)**).

5 If you have more than one method of determining pay periods, you can enter another table if needed (i.e., weekly, bi-weekly, semi-weekly, monthly).

6 When you are done entering pay thru tables, press **Esc** at **Year** to end this process. Then enter **E** to end this process and return to the previous menu.

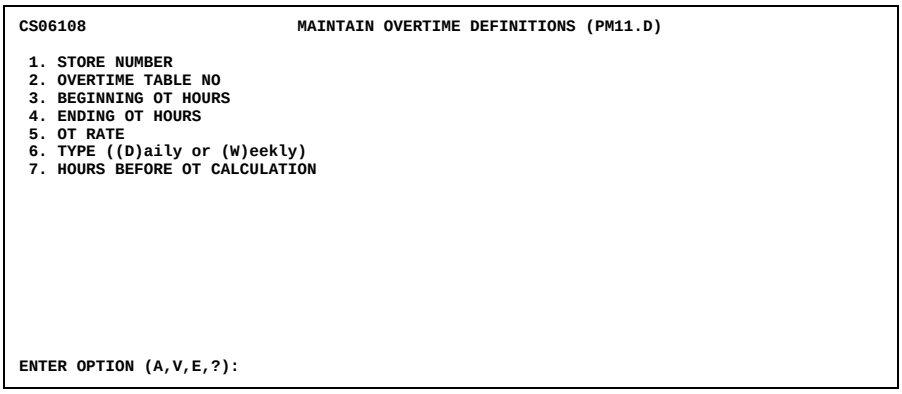
☞ **NOTE:** These tables need to be created at the beginning of the new year because dates change every year. Be sure to enter new tables as part of your payroll year end procedure.

Step 4 Create Overtime Tables

The Overtime Tables may be used to track overtime hours as calculated on a daily or weekly basis and split overtime pay into multiple levels if necessary. There is one table entered for each method or set of overtime calculations. The table number created here may be entered into each Employee Misc. Data record that should use the method.

1 Use **Other Options**, **Payroll**, **Other P/R Functions**, **Time and Attendance**, **Table Maintenance**, **Overtime Tables**.

2 The computer displays the following screen:


CS06108 MAINTAIN OVERTIME DEFINITIONS (PM11.D)
1. STORE NUMBER
2. OVERTIME TABLE NO
3. BEGINNING OT HOURS
4. ENDING OT HOURS
5. OT RATE
6. TYPE ((D)aily or (W)eekly)
7. HOURS BEFORE OT CALCULATION
ENTER OPTION (A,V,E,?):

Enter **A** to add a new table. Or enter **V** to view an existing table if you need to change or delete it.

3 Enter the following fields for each overtime table:

1. STORE NUMBER — Enter the store number for this table. Each table is created by store number.

2. OVERTIME TABLE NO — Enter a number to identify this overtime table (**1-9999**). There should be one table entered for each method or set of overtime calculations. The table number created here should be entered into each Employee Misc. Data record that uses this method.

3. BEGINNING OT HOURS — Enter the beginning of the range of overtime hours to use the rate entered in field 5, **OT RATE**. If all overtime hours are to be calculated at the same rate, enter **0** here.

4. ENDING OT HOURS — Enter the ending of the range of overtime hours to use the rate entered in field 5, **OT RATE**. If all overtime hours are to be calculated at the same rate, enter **999.99** here. Or if only a certain range of overtime hours is to be calculated at the indicated rate, enter the upper number of the range. For example, if the first 4 hours of overtime are to be calculated at time and a half, enter **4** here.

5. OT RATE — Enter the rate of overtime for the range of overtime hours. For example, enter **1.50** for time and a half or **2.00** for double time.

6. TYPE (D)aily (W)eekly — Enter **D** to calculate overtime for this table on a daily basis. Or enter **W** to calculate on a weekly basis. This works in conjunction with the next field, **HOURS BEFORE OT CALCULATION**.

7. HOURS BEFORE OT CALCULATION — Enter the number of regular hours worked before calculating overtime hours. For weekly calculations, enter **40**. For daily calculations, enter **8**. Or if you have employees working four 10-hour days, enter **10** here and **D** for Daily in field 6.

4 The cursor returns to the first field, **STORE NUMBER**, and allows you to enter another overtime table. When done, press **Esc** to return to the options at the bottom of the screen, **ENTER OPTION (A,V,E,?)**. Enter **E** to return to the previous menu. See the following samples of overtime tables.

SAMPLE OVERTIME TABLES

Example 1.
All overtime hours calculated at time and a half on a weekly basis

```
CS06108                    MAINTAIN OVERTIME DEFINITIONS (PM11.D)

 1. STORE NUMBER                      1
 2. OVERTIME TABLE NO                 1
 3. BEGINNING OT HOURS              .00
 4. ENDING OT HOURS              999.99
 5. OT RATE                        1.50
 6. TYPE ((D)aily or (W)             W
 7. HOURS BEFORE OT CALCULATION     .00
```

Example 2.
First 4 overtime hours calculated at time and a half on a daily basis. All overtime hours greater than 4 calculated at double time. This requires 2 tables.

```
CS06108                    MAINTAIN OVERTIME DEFINITIONS (PM11.D)

 1. STORE NUMBER                      1
 2. OVERTIME TABLE NO                 2
 3. BEGINNING OT HOURS              .00
 4. ENDING OT HOURS                4.00
 5. OT RATE                        1.50
 6. TYPE ((D)aily or (W)             D
 7. HOURS BEFORE OT CALCULATION     .00
```

```
CS06108                    MAINTAIN OVERTIME DEFINITIONS (PM11.D)

 1. STORE NUMBER                      1
 2. OVERTIME TABLE NO                 2
 3. BEGINNING OT HOURS             4.01
 4. ENDING OT HOURS              999.99
 5. OT RATE                        2.00
 6. TYPE ((D)aily or (W)             D
 7. HOURS BEFORE OT CALCULATION     .00
```

Step 5 Create Grace Tables

Grace Tables are optional. They are used to assign set working hours for the employee that the company has agreed to pay. The beginning and ending working hours are entered in this table along with the "grace" time. If the employee punches in before their beginning time or out after their ending time within the "grace" time, the system rounds their punch time on the reports and import program to what is set in the table for the **Starting** and **Ending** times.

The grace table also contains fields for forced lunch reductions. The reports and export program looks at the employee record for the forced lunch fields first. If they are blank, then the program looks at the grace table fields for this information. If these fields are blank, then the reports do not calculate a forced lunch.

1 Use **Other Options**, **Payroll**, **Other P/R Functions**, **Time and Attendance**, **Table Maintenance**, **Grace Tables.**

2 The computer displays the following screen:

```
CS06104                      MAINTAIN GRACE TABLE
         ALL TIME IS IN 100 UNIT HOURS

 1. GRACE TABLE NUMBER (1-9999)
 2. DESCRIPTION
 3. STARTING TIME (hhmm)
 4. START TIME GRACE PD (hmm)
 5. ENDING TIME (hhmm)
 6. ENDING TIME GRACE PD (hmm)
 7. FORCE LUNCH AFTER X HOURS
 8. FORCED LUNCH LENGTH









ENTER OPTION (A,V,E,?):
```

Enter **A** to add a new table. Or enter **V** to view an existing table if you need to change or delete it.

3 Enter the following fields for each grace table:

1. GRACE TABLE NUMBER (1-9999) — Enter a number to identify this grace table (**1-9999**).

2. DESCRIPTION — Enter up to 30 characters to describe this grace table. For example: **REGULAR HOURLY**.

3. START TIME (hhmm) — Enter the starting time for this grace table. Enter the hour portion using a 24-hour format. For example, 7:00 am would be entered **700**. Or 5:00 pm would be entered **1700**. Enter the minute portion as a decimal. To convert minutes to decimal format, divide the minutes by 60 and round to the nearest 2 digits (10/60=.17, 15/60=.25, 30/60=.50, 45/60=.75). For example, 7:30 am would be entered **750**. Or 5:45 pm would be entered **1775**.

4. START TIME GRACE PD (hmm) Enter the amount of grace period allowed before the start time. For example, if you allow employees to clock in up to 10 minutes before the start time, enter **17** here. You can enter 1 digit for the hour and 2 digits for the minutes (in decimal format).

5. ENDING TIME (hhmm) Enter the ending time for this grace table. Enter the hour portion using a 24-hour format. For example, 5:00 pm would be entered **1700**. Enter the minute portion as a decimal. To convert minutes to decimal format, divide the minutes by 60 and round to the nearest 2 digits (10/60=.17, 15/60=.25, 30/60=.50, 45/60=.75). For example, 7:30 am would be entered **750**. Or 5:45 pm would be entered **1775**.

6. ENDING TIME GRACE PD (hmm) Enter the amount of grace period allowed after the end time. For example, if you allow employees to clock in up to 10 minutes after the end time, enter **17** here. You can enter 1 digit for the hour and 2 digits for the minutes (in decimal format).

7. FORCE LUNCH AFTER X HOURS Enter the number of hours after which a forced lunch will take effect. For example, if you wish to force a lunch break after 4½ hours of work, enter **4.50**. The system will deduct a lunch (based on the forced lunch length entered in the next field) from each punch in/out that exceeds 4.50 hours.

8. FORCED LUNCH LENGTH Enter the length of time for the forced lunch. Enter the minutes in decimal format. For a half hour lunch, enter **.50**.

SAMPLE GRACE TABLE

Start Time : 7:45 am
End Time : 4:30 pm
Grace Period Before & After : 10 minutes
30 Minute Forced Lunch After 4½ Hours

```
CS06104                    MAINTAIN GRACE TABLE
          ALL TIME IS IN 100 UNIT HOURS

 1. GRACE TABLE NUMBER (1-9999)         1
 2. DESCRIPTION                         REGULAR HOURLY
 3. STARTING TIME (hhmm)              775
 4. START TIME GRACE PD (hmm)          17
 5. ENDING TIME (hhmm)               1650
 6. ENDING TIME GRACE PD (hmm)         17
 7. FORCE LUNCH AFTER X HOURS        4.50
 8. FORCED LUNCH LENGTH               .50









ENTER OPTION (A,V,E,?):
```

Step 6 Enter Variable File Settings

Make the following Variable File entries for the Time & Attendance option.

1 From the **Time & Attendance Menu**, select **5** for **Time & Attend Variable File**.

2 The computer displays the following menu:

```
CSVM0900  Time and Attendance Options   ABC LUMBER COMPANY         Date mm/dd/yy
Rev7.0.51                                                         Port  37
                                                                  Store 01


                  Choose Time and Attendance Options Menu:
                     +-------------------------------+
                     |  1. Time and Attendance Maint. |
                     |  2. Time and Attendance Report |
                     +-------------------------------+









<Esc>=End
```

Enter **1** to maintain the Time & Attendance Variable File settings. Or enter **2** to print the report showing the Time & Attendance Variable File settings. See the sample report at the end of this section.

3 If you selected **1** above, the computer displays another menu:

```
CSVM0901  Time and Attendance Options   ABC LUMBER COMPANY         Date mm/dd/yy
Rev8.1.1                                                          Port  37
                                                                  Store 01

              Store Number              1

              Choose Selection:
                   +-------------------------------------+
                   |  1. Time and Attendance Options     |
                   |  2. Other Pay Type Descriptions     |
                   |  3. Payroll Import Programs         |
                   |                                     |
                   | 98. Change Store                    |
                   +-------------------------------------+









<Esc>=End
```

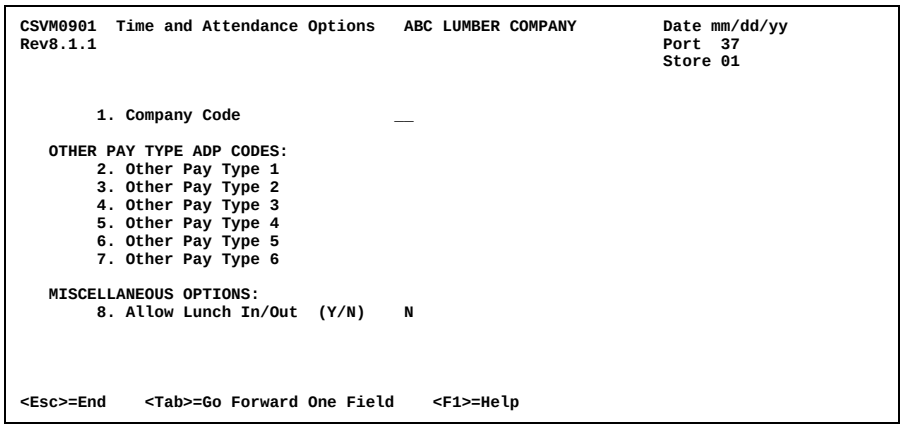
You have the following options:

1. Time & Attendance Options These options are for ADP users only. See Step 4.

2. Other Pay Type Descriptions Enter these descriptions whether or not you use ADP to process the payroll. See Step 5.

3. Payroll Import Programs See Step 6.

4 If you selected **1** for **Time & Attendance Options**, the computer displays:


CSVM0901 Time and Attendance Options ABC LUMBER COMPANY Date mm/dd/yy
Rev8.1.1 Port 37
Store 01
1. Company Code
OTHER PAY TYPE ADP CODES:
2. Other Pay Type 1
3. Other Pay Type 2
4. Other Pay Type 3
5. Other Pay Type 4
6. Other Pay Type 5
7. Other Pay Type 6
MISCELLANEOUS OPTIONS:
8. Allow Lunch In/Out (Y/N) N
<Esc>=End <Tab>=Go Forward One Field <F1>=Help

Enter the following fields:

1. Company Code — Enter up to three digits for the code your company uses for ADP. The two programs that use this code are Import ADP File and Create ADP Export File. For multiple stores, this code may or may not be the same for each store. If you do not use ADP to process your payroll, leave this field blank.

OTHER PAY TYPE ADP CODES
2. Other Pay Type 1 — Enter the code that ADP uses for the first Other Pay Type. Other Pay Codes can be up to 2 characters long (alpha-numeric). Descriptions for Other Pay Types are entered in the next Variable File option, **Other Pay Type Descriptions**. Enter any additional Other Pay Type Codes you use. These codes are used in Create ADP Export File. If you do not use ADP to process your payroll, leave this field blank as well as the following Other Pay Types 2-6.

MISCELLANEOUS OPTIONS
8. Allow Lunch In/Out (Y/N) — Enter **Y** to add 2 additional options to the Time Punch program (CS06100), **Out for Lunch** and **In from Lunch**. This allows the employee to indicate when they are taking a lunch rather than just punching out and then in again. This marks the time spent for lunch with an "L" in the time punch record. Also when changing time punches in the Edit Time Punches (CS06105), an entry can be marked with an "L" for lunch. The edit list (CS06105P) then prints the in/out for lunch with an "L". This also works with the forced lunch time. If the lunch out/in is equal to or less than the forced lunch, the system forces the lunch punch to be equal to the defined forced lunch time. If the actual lunch punch in/out is greater than the forced lunch, then the system does not force or alter the actual lunch punch. This allows the payroll administrator to easily track employee lunch punches and use the forced lunch feature. Or enter **N** to not allow the lunch in/out feature.

5 If you selected **2** for **Other Pay Type Descriptions**, the computer displays:

```
CSVM0901    Payroll Type Descriptions     ABC LUMBER COMPANY       Date mm/dd/yy
Rev8.1.1                                                          Port  37
                                                                  Store 01




            +-------------------------------------------------+
            ¦ 1. Payroll Type Number   (1-6)               0  ¦
            ¦ 2. Description                                  ¦
            +-------------------------------------------------+

                     Last Used Payroll Type Number:  6




<Esc>=End     <F1>=Help
```

Enter the following fields for each of the different payroll types you use:

1. Payroll Type Number (1-6) Enter the number of the payroll type you wish to define. There can be up to 6 different payroll types.

2. Description Enter up to 28 characters to describe this pay type (i.e., **Holiday**, **Vacation**, **Sick**, **Jury Duty**, etc.). This description is displayed on screens and in reports when any of the Other Pay Codes have been entered through Time Punch Maintenance for an employee. The description is not printed in the review mode in the Time Punch program.

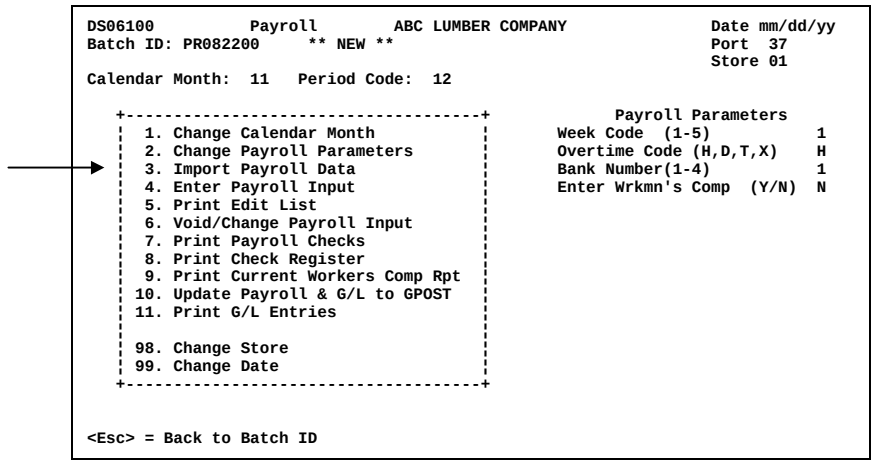
6 If you selected **3** for **Payroll Import Programs**, the computer displays:

```
CSVM0901   Payroll Import Programs    ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.1                                                         Port  37
                                                                 Store 01



   PAYROLL IMPORT PROGRAMS:
        1. Program 1   CS06106_____
        2. Program 2
        3. Program 3
        4. Program 4
        5. Program 5
        6. Program 6
        7. Program 7









<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

Enter the following field for **PAYROLL IMPORT PROGRAMS**:

1. Program 1 Enter the program name (**CS06106**) to use for importing time punches into the Dimensions Payroll system. If you are not using Dimensions Payroll, leave the field(s) blank.

Once the proper import program has been entered here, an additional option is displayed on the **Process Payroll** screen (option 3, **Import Payroll Data**):


DS06100 Payroll ABC LUMBER COMPANY Date mm/dd/yy
Batch ID: PR082200 ** NEW ** Port 37
Store 01
Calendar Month: 11 Period Code: 12
1. Change Calendar Month
2. Change Payroll Parameters
3. Import Payroll Data
4. Enter Payroll Input
5. Print Edit List
6. Void/Change Payroll Input
7. Print Payroll Checks
8. Print Check Register
9. Print Current Workers Comp Rpt
10. Update Payroll & G/L to GPOST
11. Print G/L Entries
98. Change Store
99. Change Date
Payroll Parameters
Week Code (1-5) 1
Overtime Code (H,D,T,X) H
Bank Number(1-4) 1
Enter Wrkmn's Comp (Y/N) N
<Esc> = Back to Batch ID

☞ **NOTE:** The Time and Attendance system comes set up with security features that allow access into the Time Punch program, Time Punch Edit programs, and all reports only by entering an employee number and password. If you would like to remove these security features from all programs except the Time Punch program, contact a Dimensions Support Analyst for assistance.

SAMPLE TIME & ATTENDANCE VARIABLE FILE REPORT

```
mm/dd/yy TIME/ATTENDANCE OPTIONS REPORT ABC LUMBER COMPANY          CSVP0901
12:49:03                                                          PAGE 0001


STORE:   1  ABC CO.

     TIME AND ATTENDANCE OPTIONS:
          COMPANY CODE
          ALLOW LUNCH IN/OUT                    N

          OTHER PAY TYPE 1 ADP CODE         A
          OTHER PAY TYPE 2 ADP CODE         B
          OTHER PAY TYPE 3 ADP CODE         C
          OTHER PAY TYPE 4 ADP CODE         D
          OTHER PAY TYPE 5 ADP CODE         E
          OTHER PAY TYPE 6 ADP CODE         F

     PAYROLL IMPORT PROGRAMS:
          PROGRAM  1                         CS06106
          PROGRAM  2
          PROGRAM  3
          PROGRAM  4
          PROGRAM  5
          PROGRAM  6
          PROGRAM  7

     PAY TYPE DESCRIPTIONS:
           1           HOLIDAY PAY
           2           VACATION PAY
           3           SICK PAY
           4           JURY DUTY
           5           OTHER PAY 5
           6           PERSONAL TIME OFF
```

Step 7 Create/Maintain Employee Records

There are three possible situations at this point for creating employee information. Use one of the following options to create/maintain employee records:

Option 1 Use Dimensions for payroll processing.

Option 2 Do not use Dimensions or ADP for payroll processing.

Option 3 Import ADP file to create employee records.

Option 1 Use Dimensions for Payroll Processing

1 From the **Payroll Main Menu**, select **Payroll File Maintenance**. Then select **1** for **Maintain Employee File (PM1)** to add new employees. Please refer to Section 1 in the *Payroll User Manual Dim99* for the procedure for entering employees.

2 After employees are entered, enter the miscellaneous information for employees. From the **Payroll Main Menu**, select **Other P/R Options**. Then select **Time and Attendance**, **Employee Maintenance**. Select **1** for **Maintain Employee PM1/PM9**. The computer displays:

```
CS06111   Maintain PM1/PM9 - Employee  ABC LUMBER COMPANY          Date 08/22/00
Rev9.0.1                                                          Port  38
                                                                  Store 01
 1. Employee Number       0   2. Employee Name
 3. Address 1                          20. Default Grace Table (0-9999)
 4. Address 2                          21. Overtime Table      (0-9999)
 5. Zip Code                           22. Force Lunch After X Hrs (hmm)
 6. Area Code                          23. Forced Lunch Length     (hmm)
 7. Phone Number                       24. Pay Type 1 - Overtime (Y/N)
 8. SSN                                25. Pay Type 2 - Overtime (Y/N)
 9. Store Number                       26. Pay Type 3 - Overtime (Y/N)
10. Department                         27. Pay Type 4 - Overtime (Y/N)
11. Birth Date                         28. Pay Type 5 - Overtime (Y/N)
12. Hire Date                          29. Pay Type 6 - Overtime (Y/N)
13. Termination Date                   30. Pay Type 1 - Tot Available
14. Gender (M/F)                       31. Pay Type 2 - Tot Available
15. Pay Type (S/H)                     32. Pay Type 3 - Tot Available
16. Pay Rate                           33. Pay Type 4 - Tot Available
17. Marital Status(S/M)                34. Pay Type 5 - Tot Available
18. Pay Thru Table                     35. Pay Type 6 - Tot Available
19. Employee Level (G/M/S/E(Blank))
```

The cursor is positioned at **1. Employee Number**. Enter the employee number for which you wish to add miscellaneous information specifically for the Time and Attendance system.

3 Using **(F)=Change by Field** or **(C)=Change**, enter the following fields for the Time and Attendance system:

18. Pay Thru Table — Enter the number corresponding to the Pay Thru Table to be assigned to this employee. The Pay Thru Table establishes the ending dates of each pay period. If this employee is a paid weekly, assign a Pay Thru Table set up for weekly pay.

19. Employee Level (G/M/S/E (Blank) — This field is used in the security check to determine accessibility of records for maintenance and reports. The security is checked any time an employee runs an employee maintenance program or payroll report. Enter the code corresponding to the level assigned to this employee:

G = General Manager, all stores and all departments.
M = Same store number and all departments.
S = Same store number and same departments.
E = No other employee.

20. Default Grace Table (0=9999) — Enter the number corresponding to the Grace Table to be assigned to this employee. The Grace Table contains the beginning and ending work hours, grace times before and after the established work schedule, and also forced lunch information. Since grace tables are optional, no grace table is used if this field is left blank.

21. Overtime Table (0=9999) — Enter the number corresponding to the Overtime Table to be assigned to this employee. The Overtime Table establishes the hours allowed and rate of overtime pay.

> ☞ **NOTE:** Use the next two fields to set up individual Forced Lunch schedules. If groups of employees use the same schedule, then enter the information into a Grace Table instead of using these fields. Assign the Grace Table to the employees.

22. Force Lunch After X Hours — Enter the number of hours after which a forced lunch will take effect. For example, if you wish to force a lunch break after 4½ hours of work, enter **4.50**. Use 100 unit hours (i.e., 4¼ hours = 4.25). If an employee has a time punch (in/out) that is greater than this number, the system deducts the amount of time in the next field on reports and in the export program.

23. Forced Lunch Length — Enter the amount of time (in 100 unit hours) to deduct for a forced lunch in reports and export programs from an employee who is punched in for the amount of time in the previous field.

24. Pay Type 1 – 6 Overtime (Y/N) — Enter **Y** to include this pay type in overtime calculations. Or enter **N** to not include this pay type in overtime calculations. There are 6 pay types, fields 24 through 29. Enter **Y** or **N** for each pay type you are using.

30. Pay Type 1 – 6 Tot Available — Enter the annual amount of time in decimal format that is allowed for this employee for this pay type. The Other Pay Report displays the total time available for each pay type, the total used (based on the punches that are stored in the file), and the total remaining, which is calculated.

Option 2 Do Not Use Dimensions or ADP for Payroll Processing

1 From the **Payroll Main Menu**, select **Other P/R Options**. Then select **Time and Attendance**, **Employee Maintenance**. Select **1** for **Maintain Employee PM1/PM9**. The computer displays:

```
CS06111   Maintain PM1/PM9 - Employee  ABC LUMBER COMPANY          Date 08/22/00
Rev9.0.1                                                          Port  38
                                                                  Store 01

 1. Employee Number       0   2. Employee Name
 3. Address 1                          20. Default Grace Table (0-9999)
 4. Address 2                          21. Overtime Table      (0-9999)
 5. Zip Code                           22. Force Lunch After X Hrs (hmm)
 6. Area Code                          23. Forced Lunch Length     (hmm)
 7. Phone Number                       24. Pay Type 1 - Overtime (Y/N)
 8. SSN                                25. Pay Type 2 - Overtime (Y/N)
 9. Store Number                       26. Pay Type 3 - Overtime (Y/N)
10. Department                         27. Pay Type 4 - Overtime (Y/N)
11. Birth Date                         28. Pay Type 5 - Overtime (Y/N)
12. Hire Date                          29. Pay Type 6 - Overtime (Y/N)
13. Termination Date                   30. Pay Type 1 - Tot Available
14. Gender (M/F)                       31. Pay Type 2 - Tot Available
15. Pay Type (S/H)                     32. Pay Type 3 - Tot Available
16. Pay Rate                           33. Pay Type 4 - Tot Available
17. Marital Status(S/M)                34. Pay Type 5 - Tot Available
18. Pay Thru Table                     35. Pay Type 6 - Tot Available
19. Employee Level (G/M/S/E(Blank))
```

The cursor is positioned at **1. Employee Number**. Even though you are not using the Dimensions payroll system to process employee checks, you need to set up each employee who will be participating in the Time and Attendance system.

1. Employee Number

1. The employee number can be up to 7 digits long. For example, **1234567** (all numeric).
2. If desired, organize your employees into alphabetical order by last name and assign a number to each.

2 After you enter the employee number, the computer checks if it already exists. If it does not exist, the computer displays at the bottom of the screen:

```
Record Does Not Exit - (A)dd Record   (V)iew Next Record    (E)nd
```

Enter **A** to add the new record. Continue entering the fields as shown below. If it already exists, the computer displays the employee information and shows at the bottom of the screen:

```
(N)=Next Number   (P)=Previous   (A)=Add
(F)=Change By Field   (C)=Change   <Esc>=Select New Employee
```

Use **F** to change by field or **C** to change field by field. Continue entering the fields as shown below.

2. Employee Name

1. The employee name can be up to 30 alpha-numeric characters long.
2. Enter the last name first, first name last, separated by a slash (/), no space. For example:

   BROWN/MARY or **WHITE JR./ROBERT W.**

   The computer will alphabetize by the last name on all reports and print the checks first name first, last name last.

3. Address 1

1. Enter the employee's street address, up to 25 characters.
2. This address will be printed on the W-2 forms.

4. Address 2 — Enter the city and state, up to 25 characters.

5. Zip Code — Enter the zip code, up to 10 characters including punctuation.

6. Area Code — Enter the 3-digit area code.

7. Phone Number — Enter the employee's phone number (7 digits only). Do not enter any dashes or slashes. For example:

2223456

8. SSN — Enter the employee's Social Security number, up to 12 characters including dashes. For example:

123-45-6789

9. Store Number — Enter the store number to which this employee is assigned.

10. Department — Since you are not using the Dimensions payroll system, enter up to 5 digits for this employee's department. You can group employees into certain departments such as clerical, retail sales, yard, etc., assigning each category a different department number.

11. Birth Date — Optional. Enter the birth date for this employee in the standard date format (mmddyy).

12. Hire Date — Enter the hire date of the employee in the standard date format (mmddyy).

13. Termination Date — When a date is entered in this field, the employee is no longer able to punch in or out. Also the system will not export any punches.

14. Gender (M/F) — Enter the employee's gender (**M**=male, **F**=female).

15. Pay Type (S/H) — Enter **H** for hourly or **S** for salary The Time Clock program does not allow salaried employees (**Pay Type=S**) to punch in/out and thus does not export the timeclock information.

16. Pay Rate — Enter the hourly wage or salary per pay period for this employee.

17. Marital Status (S/M) — Enter the marital status of this employee (**M**=married, **S**=single).

18. Pay Thru Table — Enter the number corresponding to the Pay Thru Table to be assigned to this employee. The Pay Thru Table establishes the ending dates of each pay period. If this employee is a paid weekly, assign a Pay Thru Table set up for weekly pay.

19. Employee Level (G/M/S/E (Blank) — This field is used in the security check to determine accessibility of records for maintenance and reports. The security is checked any time an employee runs an employee maintenance program or payroll report. Enter the code corresponding to the level assigned to this employee:

G = General Manager, all stores and all departments.
M = Same store number and all departments.
S = Same store number and same departments.
E = No other employee.

20. Default Grace Table (0=9999) — Enter the number corresponding to the Grace Table to be assigned to this employee. The Grace Table contains the beginning and ending work hours, grace times before and after the established work schedule, and also forced lunch information.

21. Overtime Table (0=9999) — Enter the number corresponding to the Overtime Table to be assigned to this employee. The Overtime Table establishes the hours allowed and rate of overtime pay.

> ☞ **NOTE:** Use the next two fields to set up individual Forced Lunch schedules. If groups of employees use the same schedule, then enter the information into a Grace Table instead of using these fields. Assign the Grace Table to the employees.

22. Force Lunch After X Hours — Enter the number of hours after which a forced lunch will take effect. For example, if you wish to force a lunch break after 4½ hours of work, enter **4.50**. Use 100 unit hours (i.e., 4¼ hours = 4.25). If an employee has a time punch (in/out) that is greater than this number, the system deducts the amount of time in the next field on reports and in the export program.

23. Forced Lunch Length — Enter the amount of time (in 100 unit hours) to deduct for a forced lunch in reports and export programs from an employee who is punched in for the amount of time in the previous field.

24. Pay Type 1 – Overtime (Y/N) — Enter **Y** to include this pay type in overtime calculations. Or enter **N** to not include this pay type in overtime calculations. There are 6 pay types, fields 24 through 29. Enter **Y** or **N** for each pay type you are using.

30. Pay Type 1 – 6 Tot Available — Enter the annual amount of time in decimal format that is allowed for this employee for this pay type. The Other Pay Report displays the total time available for each pay type, the total used (based on the punches that are stored in the file), and the total remaining, which is calculated.

Option 3 Import ADP File to Create Employee Records

> ☞ **NOTE:** You must have the Time and Attendance Variable File options set up before you can access this program. See Step 6 Variable File Settings. You will also need to know the number for Pay Thru Tables, Overtime Tables, and Grace Tables before beginning this procedure.

1 From the **Time and Attendance Menu**, select **6** for **Time & Attend Special Maint**. Then select **5** for **Import ADP to PM1**.

2 The computer displays:

```
CS06114    Import ADP to PM1  ABC LUMBER COMPANY                Date mm/dd/yy
Rev8.0.0                                                        Port  41
                                                                Store 01

    1. Enter Defaults

          Pay Thru Table                            0
          Overtime Table                            0
          Grace Table                               0
          Force Lunch After X Hours               .00
          Forced Lunch Length                     .00
          Pay Type 1 Overtime (Y/N)                 Y
          Pay Type 2 Overtime (Y/N)                 Y
          Pay Type 3 Overtime (Y/N)                 Y
          Pay Type 4 Overtime (Y/N)                 Y
          Pay Type 5 Overtime (Y/N)                 Y
          Pay Type 6 Overtime (Y/N)                 Y
          Store   1-999

          ADP Text File to be Imported: MFOUT.123
                   Date Created: mm/dd/yy


<Ent> = Import ADP    (E) = End    (1) = Input Parameters
```

This program is used for creating employees records for the first time for each store from data imported from ADP. It assumes there are no records in the payroll files for the store number entered in the defaults. Enter **1** to enter the input parameters as shown below:

Pay Thru Table — Enter the number of the Pay Thru Table to use for all employees when creating the employee records in PM1.D (Payroll Master File). Or enter **0** as a default and then change the Pay Thru Table for individual employees using **Maintain Employee PM1/PM9** later.

Overtime Table — Enter the number of the Overtime Table to use for all employees when creating the employee records in PM1.D. Or enter **0** as a default and then change the Overtime Table for individual employees using **Maintain Employee PM1/PM9** later.

Grace Table — Enter the number of the Grace Table to use for all employees when creating the employee records in PM1.D. Or enter **0** as a default and then change the Grace Table for individual employees using **Maintain Employee PM1/PM9** later.

> ☞ **NOTE:** Use the next two fields to set up forced lunch schedules. If groups of employees use the same schedule, then enter the information into a Grace Table instead of using these fields. Assign the Grace Table to the employees.

Forced Lunch After X Hours — Enter the number of hours after which a forced lunch will take effect. This will be added for all employees when creating the employee records in PM1.D. For example, if you wish to force a lunch break after 4½ hours of work, enter **4.50**. Use 100 unit hours (i.e., 4¼ hours = 4.25). If an employee has a time punch (in/out) that is greater than this number, the system deducts the amount of time in the next field on reports and in the export program. Or enter **0** as a default and then change the Forced Lunch After X Hours for individual employees using **Maintain Employee PM1/PM9** later.

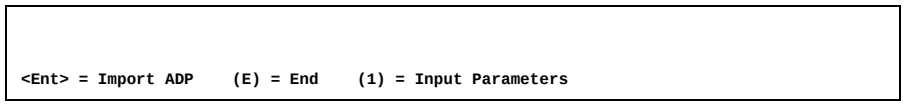
Forced Lunch Length — Enter the amount of time (in 100 unit hours) to deduct for a forced lunch in reports and export programs from an employee who is punched in for the amount of time in the previous field. Or enter **0** as a default and then change the Forced Lunch Length for individual employees using **Maintain Employee PM1/PM9** later.

Pay Type 1 Overtime (Y/N) — Enter **Y** to include this pay type in overtime calculations. Or enter **N** to not include this pay type in overtime calculations. This will apply to all employees when creating records in PM1.D. There are 6 pay types. Enter **Y** or **N** for each pay type you are using. Or enter **0** as a default and then change individual employees using **Maintain Employee PM1/PM9** later.

Store Number — Enter the store number to use for when creating records in PM1.D. The ADP text file contains a store number assigned to each employee. So if you have multiple stores 1-4 and want to add employees only for store 1, enter **1**. Or if you want to add records for all employees in all stores, indicate the range of stores by entering **1-4**. Or if you want to add employees for stores which are not numbered sequentially, indicate the store numbers separated by commas, **1,3,4**.

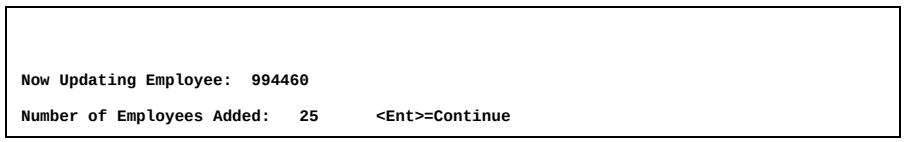
3 The computer displays the ADP import file name. The extension for the text file name (last 3 digits) is the **Company Code** entered in the Time and Attendance Options in the Variable File. CAUTION: The store number of the port used when entering the Variable File information must be the same as the store number of the port running the import program. Otherwise the system will not be able to find the ADP text file to use for importing.

4 Once all the input parameters are entered, you are returned to the options at the bottom of the screen:



Press **Enter** to begin the import process.

5 Records are added to the PM1.D file during this process and the computer displays:



When done, press **Enter** to acknowledge this message and you are returned to the previous menu.

6 After the import process is completed, additional fields must be entered for each employee. Return to the **Time & Attendance Menu**. Select **1** for **Employee Maintenance**.

7 Then select **1** for **Maintain Employee PM/PM9**. The computer displays:

```
CS06111   Maintain PM1/PM9 - Employee  ABC LUMBER COMPANY          Date 08/22/00
Rev9.0.1                                                          Port  38
                                                                  Store 01
 1. Employee Number       0   2. Employee Name
 3. Address 1                            20. Default Grace Table (0-9999)
 4. Address 2                            21. Overtime Table      (0-9999)
 5. Zip Code                             22. Force Lunch After X Hrs (hmm)
 6. Area Code                            23. Forced Lunch Length     (hmm)
 7. Phone Number                         24. Pay Type 1 - Overtime (Y/N)
 8. SSN                                  25. Pay Type 2 - Overtime (Y/N)
 9. Store Number                         26. Pay Type 3 - Overtime (Y/N)
10. Department                           27. Pay Type 4 - Overtime (Y/N)
11. Birth Date                           28. Pay Type 5 - Overtime (Y/N)
12. Hire Date                            29. Pay Type 6 - Overtime (Y/N)
13. Termination Date                     30. Pay Type 1 - Tot Available
14. Gender (M/F)                         31. Pay Type 2 - Tot Available
15. Pay Type (S/H)                       32. Pay Type 3 - Tot Available
16. Pay Rate                             33. Pay Type 4 - Tot Available
17. Marital Status(S/M)                  34. Pay Type 5 - Tot Available
18. Pay Thru Table                       35. Pay Type 6 - Tot Available
19. Employee Level (G/M/S/E(Blank))
```

The cursor is positioned at **1. Employee Number**. Enter the employee number for which you wish to add additional information.

8 Using **(F)=Change by Field** or **(C)=Change**, enter the following fields:

19. Employee Level (G/M/S/E (Blank)

This field is used in the security check to determine accessibility of records for maintenance and reports. The security is checked any time an employee runs an employee maintenance program or payroll report. Enter the code corresponding to the level assigned to this employee:

G = General Manager, all stores and all departments.
M = Same store number and all departments.
S = Same store number and same departments.
E = No other employee.

30. Pay Type 1 – Tot Available

Enter the annual amount of time in decimal format that is allowed for this employee for this pay type. The Other Pay Report displays the total time available for each pay type, the total used (based on the punches that are stored in the file), and the total remaining, which is calculated.

Step 8 Set Up Swipe Card Table

The swipe care feature is optional. They are used for employees to clock in and out instead of typing in their employee number and password. This requires that each employee have an individual swipe card coded with a number that is cross referenced to their employee number. You must also have a card reader available for employees to swipe their cards when clocking in and out.

The format of swipe cards must be the following:

"ABC<value>CR" (CR=carriage return)

"ABC" triggers the **Time Punch** program (CS06100) to pull the employee number from the swipe card file based on <value>.

The standard credit card reader used by the Dimensions system reads these cards properly. Contact Dimensions if you wish to set up the Time & Attendance system with swipe cards and readers.

You must know the employee numbers you wish to assign to swipe cards before beginning this procedure. Print a Payroll Master List from the **Payroll Reports Menu**.

1 Use **Other Options**, **Payroll**, **Other P/R Functions**, **Time and Attendance**, **Table Maintenance**, **Maintain Swipe Card Table**.

2 The computer displays the following screen:

```
CS06116    Maintain Swipecard Table   ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.2                                                         Port  38
                                                                 Store 01


   1. Starting Card Number                        0

        Card #        Emp #      Name









<Esc>=End
```

The cursor is positioned at **Starting Card Number**. To add a card/employee combination, enter any card number to get the next options. Or press **Esc** to end this option and return to the previous menu.

3 Then the computer displays more options:

```


(C)hange   Chg by Ca(r)d   (.)=Page Down   (,)=Page Up   (V)iew   (E)nd
```

You have the following options for maintaining this table:

(C)hange Enter **C** to change an existing swipe card entry or add a new one. Continue to Step 4 to add a new card.

Chg by Ca(r)d — Enter **R** to change an existing entry by card number. The computer asks: **Card Number to Change?** Enter the card number you need to change and then enter the employee number to assign to that card. When done changing cards, press **Esc** at **Card Number to Change?** The computer asks: **Save changes (Y/N)?** Enter **Y** to make the changes effective. Or enter **N** to reject the changes.

(.)=Page Down — Press the period and **Enter** to page down, using the last card displayed as the first card of the new display.

(,)=Page Up — Press the comma and **Enter** to page up, using the first card displayed as the last card of the new display.

(V)iew — Enter **V** to view existing entries. The cursor returns to **Starting Card Number**. Enter the starting card number you wish to view. The computer displays the list of card/employees and repeats the options in this step.

(E)nd — Enter **E** to end this option and return to the previous menu.

4 After you select **C** for Change, the cursor moves to **Card #**. Enter the actual card number to add. The card number should be found on the actual card provided by the swipe card vendor.

5 **Emp #**

Enter the employee number to assign to this card. If found, the computer displays the corresponding employee name. If not found, the computer displays: *****Not defined in PM1***** and the cursor moves to the next line at **Card #.**

6 Repeat Steps 4-5 for each card #/employee to add or change.

7 When you are done adding or changing cards/employees, enter **.** (period) and press **Enter**. The computer asks:

```
Save changes (Y/N)?
```

Enter **Y** if the entries are correct and you wish to add them to the PM12.D file. Or enter **N** to not save the additions/changes and return to Step 3.

> ☞ **NOTE:** If an employee works at more than one store, they may have a different card at each store. The card numbers will be different but the employee number is the same.

Step 9 Add Time Punch Program to a Menu

The Implementation Specialist or Support Analyst will assist you in making this menu change, adding the **Time Punch** program (CS06100) to the appropriate menu or menus in your system. The **Time Punch** program should be added to any beginning menu the employees use when signing on the system to begin their work day. This makes it convenient for them to punch in at the beginning of the day and out at the end of the day as well as for lunch time.

Time and Attendance Procedures

OVERVIEW

This section contains Time and Attendance procedures. You can use it as a supplementary aid as you learn the system, as a reference guide to answer certain procedural questions for regular Time and Attendance activities, and as a teaching tool for new personnel.

Each part is described below:

Part 1: Time Punch Program
Employees use this program to punch in and out, adding records to the Time Clock File (PM6.D).

Part 2: Time Punch Edit
Allows you to check the time punch data and edit it if necessary before moving it to the Dimensions Payroll system.

Part 3: Import/Export Programs
Moves PM6.D information to a text file (from a remote location), back into the PM6.D file (at corporate), and into a Dimensions Payroll batch, getting ready to process payroll checks.

Part 4: Year End Updates
Explains the year end update for Time and Attendance files.

> ☞ **NOTE:** Time and Attendance reports are not covered in this section. See Time and Attendance Reports for specific instructions for printing reports.
>
> Time and Attendance Variable File is covered in its own section as well as Time and Attendance Special Maintenance.

Part 1. Time Punch Program

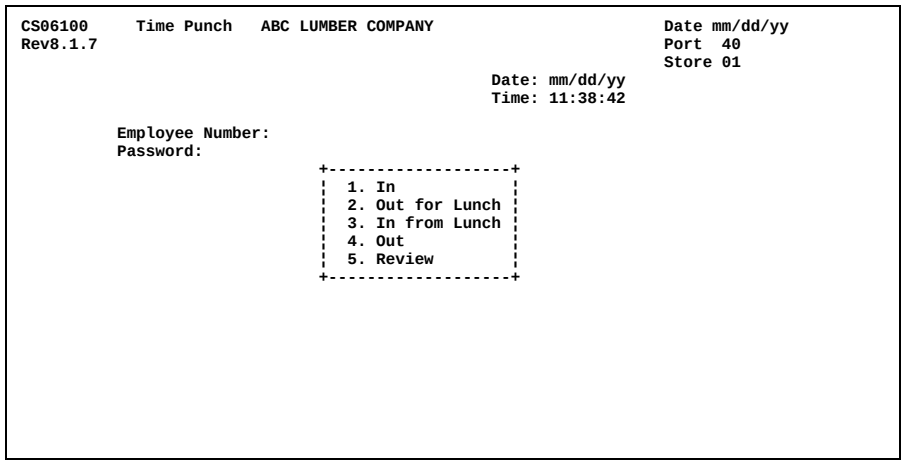
PURPOSE: The **Time Punch** program is used by hourly employees to punch in and out to keep track of time worked. Records are added to the Employee Time Clock File (PM6.D) each time an employee punches in and out. It is also used to review their punches for the week.

The employee must enter their employee number and password to punch in or out or to review past punches for the week. Or you can add the swipe card feature to have each employee swipe their individual card through a card reader instead of entering their employee number and password.

PROCEDURE:

1 Select **Time Punch** from the menu. During the installation of the Time & Attendance option, the **Time Punch** program was added to every menu employees would access at the beginning and end of every day. Therefore, the **Time Punch** program may appear on some menus but not on others.

2 The computer displays:



The time displayed on the screen is in military hours and regular minutes (60 minutes per hour). It is the system time controlled by the operating system. Options 2 and 3 (**Out for Lunch** and **In from Lunch**) are displayed only if the option is set up in the Variable File for Time & Attendance. The cursor is positioned at **Employee Number**. Enter your employee number as assigned in the Payroll Master File (PM1.D). It is not displayed as you type. If you make a mistake in your entry, press the **Backspace** key and enter the employee number again. (If you have the swipe card feature set up, swipe the employee's card through the card reader now). Only hourly employees are allowed. Or press **Esc** to not punch in but return to the previous menu.

3 The cursor moves to **Password**. . Enter your password (last 4 digits of your Social Security number). This is also not displayed as you type it.

4 If the employee number and password were entered correctly, the employee name is displayed for your verification. For example:

```
CS06100     Time Punch   ABC LUMBER COMPANY                    Date mm/dd/yy
Rev8.1.7                                                       Port  40
                                                               Store 01
                                          Date: mm/dd/yy
                                          Time: 12:02:18

         Employee Number:     100  ADAMS/SUE
         Password:
                              +-------------------+
                              |  1. In            |
                              |  2. Out for Lunch |
                              |  3. In from Lunch |
                              |  4. Out           |
                              |  5. Review        |
                              +-------------------+
```

If this is the first punch of the day for this employee, the **In** option is highlighted. If there is already an In punch for the day, the **Out** option is highlighted. Using the arrow keys, move the highlighted bar to the desired selection. Press **Enter** to make your selection. You have the following options:

1. In.	Makes the entry for punching in, using the displayed time but converting it to military decimal (100 units for minutes). Go to Step 5.
2. Out for Lunch.	This option is displayed only if the **Allow Lunch** option is set up in the Variable File. Makes the entry for punching out for lunch, using the displayed time but converting it to military decimal. Go to Step 5.
3. In from Lunch	This option is displayed only if the **Allow Lunch** option is set up in the Variable File. Makes the entry for punching in from lunch. Go to Step 5.
4. Out	Makes the entry for punching out, using the displayed time but converting it to military decimal. Go to Step 5.
5. Review	Allows you to review punches. Go to Step 6.

5 The computer displays at the bottom of the screen for clocking in:

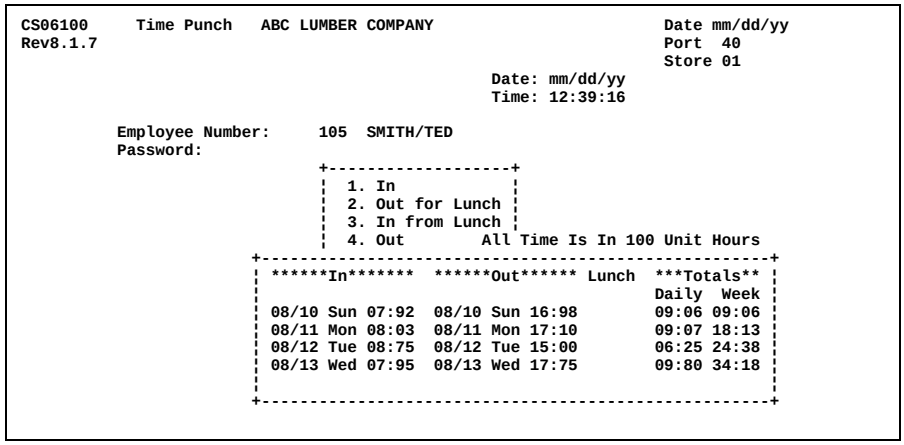
```
Clocked In: 08/25/00 08:05
(R)=Review Week's Punches    <Ent>=Exit
```

Or for clocking out:

```
Clocked In: 08/25/00 12:30    Clocked Out: 08/25/00 12:73
(R)=Review Weeks Punches    <Ent>=Exit
```

You can either enter **R** to review the week's punches (see **5. Review**) or press **Enter** to accept the punch in and return to **Employee Number**. You are done entering the time punch. Press **Esc** to return to the previous menu. A record is added to the Employee Time Clock File (PM6.D).

6 If you selected **Review**, the computer displays a summary of the punches for the week for the selected employee, for example:


CS06100 Time Punch ABC LUMBER COMPANY Date mm/dd/yy
Rev8.1.7 Port 40
Store 01
Date: mm/dd/yy
Time: 12:39:16
Employee Number: 105 SMITH/TED
Password:
1. In
2. Out for Lunch
3. In from Lunch
4. Out
All Time Is In 100 Unit Hours
******In******* ******Out****** Lunch ***Totals**
Daily Week
08/10 Sun 07:92 08/10 Sun 16:98 09:06 09:06
08/11 Mon 08:03 08/11 Mon 17:10 09:07 18:13
08/12 Tue 08:75 08/12 Tue 15:00 06:25 24:38
08/13 Wed 07:95 08/13 Wed 17:75 09:80 34:18

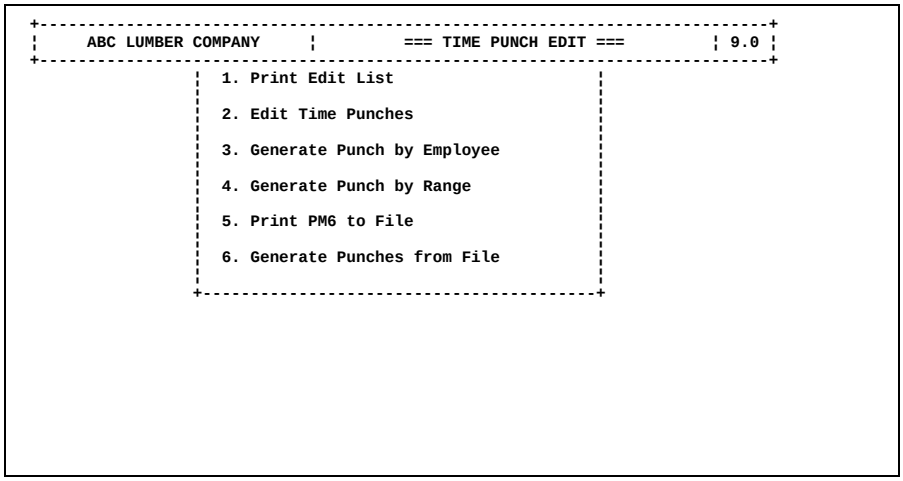
The summary shows any punches for the time period between the first day of the current pay period through the end of the current pay period. The time is displayed in military decimal format. The **Totals** column displays the total for the day and a running total for the pay period.

NOTES:

Part 2. Time Punch Edit

PURPOSE: **Time Punch Edit** allows you to check the time punches in the Employee Time Clock File (PM6.D) , edit them if necessary, and create manual punches. The other programs found on this menu deal with importing and exporting PM6.D data. See Part 3, Import/Export Programs.

There are several options available from the **Time Punch Edit Menu:**

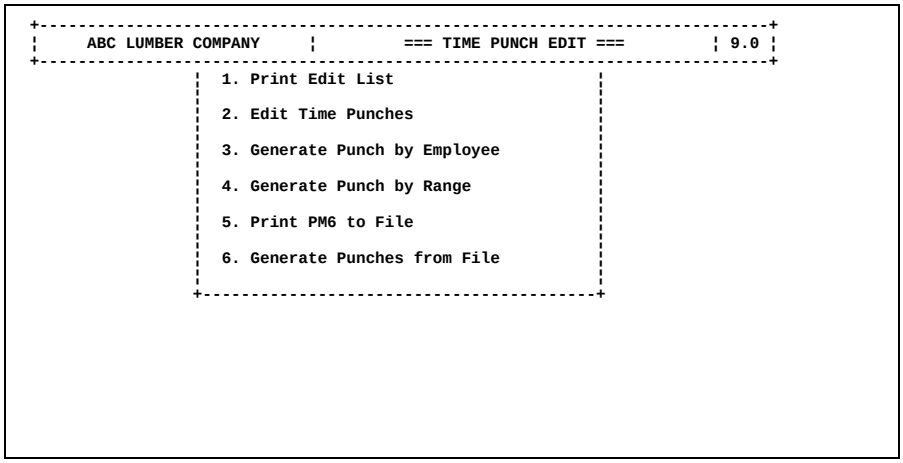

ABC LUMBER COMPANY
=== TIME PUNCH EDIT ===
9.0
1. Print Edit List
2. Edit Time Punches
3. Generate Punch by Employee
4. Generate Punch by Range
5. Print PM6 to File
6. Generate Punches from File

If the security is set up to check for maintenance programs, the computer asks you to enter your employee number and password as you select each program. The program then checks for the proper security level and allows access to these programs only to valid users.

PROCEDURE:

1 From the **Time & Attendance Menu**, select **3** for **Time Punch Edit**.

2 The computer displays the **Time Punch Edit Menu:**


ABC LUMBER COMPANY
=== TIME PUNCH EDIT ===
9.0
1. Print Edit List
2. Edit Time Punches
3. Generate Punch by Employee
4. Generate Punch by Range
5. Print PM6 to File
6. Generate Punches from File

You have the following options:

1. Print Edit List This option prints the edit list of time punches entries. See Steps 5-6. This report can also be printed from the **Time & Attendance Reports Menu**.

2. Edit Time Punches	Use this program to change the time on any punch record or to add a Grace Table or Other Pay Type to an existing punch record. This is useful to add time for an employee who worked but did not punch in or out. See Steps 7-12.
3. Generate Punch by Employee	Use this program to add a time punch for an employee using actual time (number of hours). This would be used for an employee who had vacation or sick pay during a pay period. See Steps 13-16.
4. Generate Punch by Range	This program adds time punches by range of employees. Use it to add time for a range of employees for holiday pay rather than entering them one at a time. See Steps 17-20.
5. Print PM6 to File	See Part 3. Import/Export Programs.
6. Generate Punches from File	See Part 3. Import/Export Programs.

3 After you select an option from this menu and if the security is set up to check for the appropriate level, the computer displays:

```
CS06105P    Punch Time Edit List   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.1                           ABC CO.                       Port  40
                                                                 Store 01



          Employee Number:       0
          Password:
```

The cursor is positioned at **Employee Number**. Enter your employee number. Or press **Esc** to end this procedure without continuing and return to the previous menu.

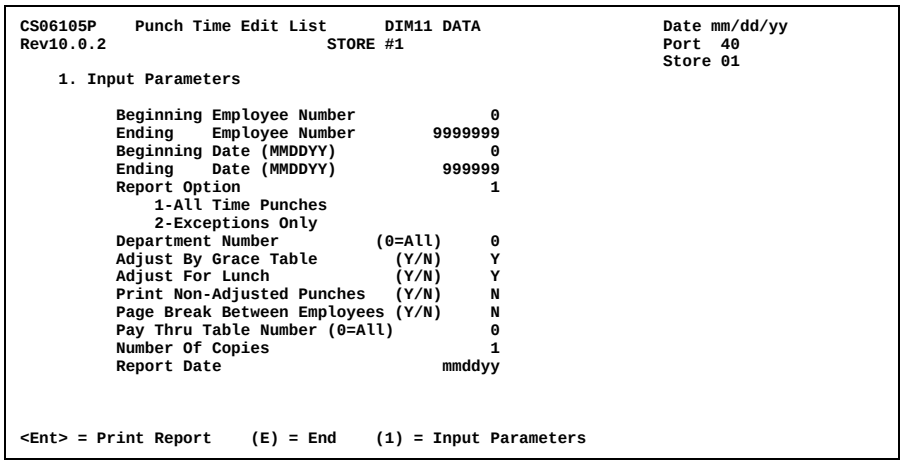
4 Then enter your password (last 4 digits of Social Security number). The number is not displayed as you type. If the correct employee/password combination was entered, the program continues according to your selection. See the steps below. If the entries were invalid, the computer displays:

```
 You Entered an Invalid Employee Number or Password
```

Press **Enter** to acknowledge this message and return to the previous menu. Repeat Steps 2-4.

Steps 5-6 describe option 1, Print Edit List.

5 After you select **1** for **Print Edit List** and enter your employee number and password (if required), the computer displays:



```
CS06105P    Punch Time Edit List      DIM11 DATA                  Date mm/dd/yy
Rev10.0.2                      STORE #1                          Port  40
                                                                 Store 01

    1. Input Parameters

          Beginning Employee Number              0
          Ending    Employee Number        9999999
          Beginning Date (MMDDYY)                0
          Ending    Date (MMDDYY)           999999
          Report Option                          1
              1-All Time Punches
              2-Exceptions Only
          Department Number          (0=All)     0
          Adjust By Grace Table        (Y/N)     Y
          Adjust For Lunch             (Y/N)     Y
          Print Non-Adjusted Punches   (Y/N)     N
          Page Break Between Employees (Y/N)     N
          Pay Thru Table Number (0=All)          0
          Number Of Copies                       1
          Report Date                       mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Enter the input parameters as needed:

Beginning Employee Number Enter the first employee number to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee Number Enter the last employee number to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

Beginning Date Enter the first pay thru date to include on this report. Or press **Tab** to start with the first pay thru date found in the file.

Ending Date Enter the last pay thru date to include on this report. Or press **Tab** to pick up all remaining pay thru dates found in the file. If you wish to print time punches for only one pay period, enter the same pay thru date in **Beginning Date** and **Ending Date**.

Report Option
1) All Time Punches
2) Exceptions Only

Enter **1** to print all punches, completed and one-sided. Or enter **2** to print one-sided punches only.

Department Number (0=All) Enter the desired department number or **0** for all departments.

Adjust by Grace Table (Y/N) Enter **Y** to adjust the punches by grace tables if applicable. This is the default response so that the report prints the same data that will be exported. Or enter **N** to not adjust punches to view unaltered punches.

Adjust for Lunch (Y/N) Enter **Y** to adjust the punches for forced lunches if applicable. This is the default response so that the report prints the same data that will be exported. Or enter **N** to not adjust punches to view unaltered punches.

Print Non-Adjusted Punches (Y/N)	Enter **Y** to include non-adjusted punches. This option prints in compressed format for 132 – characters columns. Non-adjusted punched print on the right side of the page, following the adjusted punch information. Or enter **N** to print adjusted punches only. The default is **N**, to print adjusted punches only.
Page Break Between Employees (Y/N)	Enter **Y** to print one employee per page. Enter **N** to not start a new page between employees.
Pay Thru Table Number (0=All)	Enter the pay thru table number to include on this report. Or enter **0** to print from all pay thru tables.
Number of Copies	Enter the number of copies to print of this report.
Report Date	Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

6 Print the report as needed using standard print procedures.

> ☞ **NOTE:** Time In and Time Out times may be rounded due to Grace Table. Hours and Daily Total may be reduced by Forced Lunches. If the lunch ring is less than what is in the forced lunch fields (either employee record or grace table), the report is forced to what it should be according to the employee record or grace table. This works for multiple lunch rings in a day if the amount of time worked between the punches is appropriate. If the lunch ring is longer than what is in the forced lunch fields, the report does not account for the time in the employee record or grace table.

> ☞ **NOTE:** When generating time punches by range, the program prints a message when an employee has exceeded their available hours for that pay type. Then the manager can edit punches to change the pay type or change the punch out and add an additional punch in/out for another pay type Or it can be left without editing the punch and let the available hours go negative.

Steps 7-12 describe option 2, Edit Time Punches.

7 After you select **2** for **Edit Time Punches** and enter your employee number and password (if required), the computer displays:

```
CS06105    Maintain Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                         Port  40
Select Employee (Number or Name):                                Store 01
                                <UpA> = Search
```

The cursor is positioned at **Select Employee (Number or Name).** Use the standard search and select routine to select the desired employee. Only hourly employees are allowed to be selected. Or press **Esc** to return to the previous menu.

8 The computer displays the selected employee. For example:

```
CS06105    Maintain Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                         Port  40
                                                                 Store 01

  Employee          100  ADAMS/SUE
  Date (MMDDYY)       0 <UpA>=Search









<Esc> = Change Employee
```

The cursor is positioned at **Date (MMDDYY)**. Enter the date for the punch you wish to edit in the standard date format (mmddyy). Or press the up arrow to search for a date. See Step 9. Or press **Esc** to change the employee by returning to Step 7.

9 If you need to search for a date and pressed the up arrow above, the computer displays a calendar. For example:

```
CS06105    Maintain Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                         Port  40
                                                                 Store 01

  Employee          100  ADAMS/SUE
  Date (MMDDYY)       0 +-----------------------------+
                        | August               '00    |
                        | Sun Mon Tue Wed Thu Fri Sat |
                        |                 1   2   3   4   5 |
                        |   6   7   8   9  10  11  12 |
                        |  13  14  15  16  17  18  19 |
                        |  20  21  22  23  24  25  26 |
                        |  27  28  29  30  31         |
                        |                             |
                        +-----------------------------+









<Esc> = Change Employee
```

The current date is highlighted. Use the arrows to move the highlighted box to the desired day. Then press **Enter**.

10 After you select a date, the computer displays the punches for that day. For example:

```
CS06105    Maintain Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.2                                                         Port  40
                                                                 Store 01

  Employee          100  ADAMS/SUE
  Date (MMDDYY)   82500

    All Times Must Be Entered in Military Time i.e. 4:30 PM = 1630

    Date In Time In    Date Out Time Out Table Type
 1    82500    1211       82500     1233     0    0
 2    82500    1342       82500     1511L    0    0









 Enter Line # To Edit    <UpA>=Add Record     <Esc>=End
```

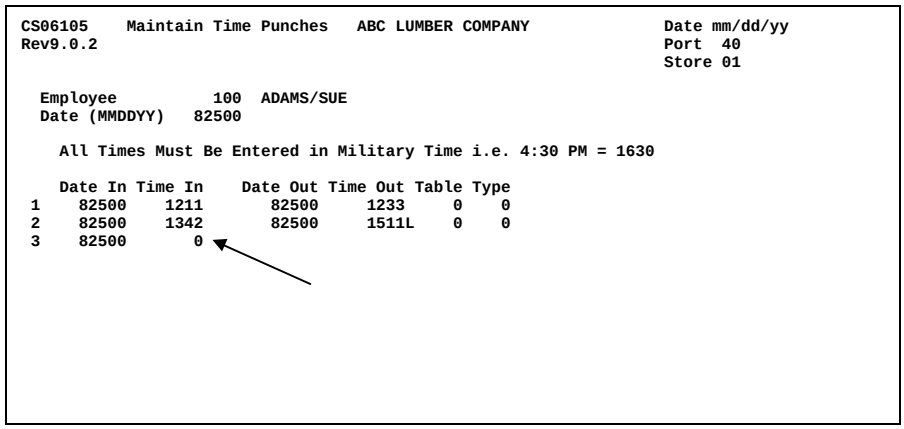
You have the following options:

Enter Line # to Edit — Enter the line number you wish to edit. The cursor moves to **Time In**. You can change this field and the remaining fields on the line. Press Tab to leave data in any field unchanged. See Step 11 for explanations of each field. Or you can delete the line by pressing the up arrow again (**<UpA>=Delete Record**).

<UpA>=Add Record — Press the up arrow to add a new record for this employee/date. Continue to Step 11.

<Esc>=End — Press **Esc** to end this option and return to **Date** in Step 8.

11 If you pressed the up arrow to add a record, the cursor moves to the next available line under **Time In**. For example:


CS06105 Maintain Time Punches ABC LUMBER COMPANY
Date mm/dd/yy
Rev9.0.2
Port 40
Store 01
Employee 100 ADAMS/SUE
Date (MMDDYY) 82500
All Times Must Be Entered in Military Time i.e. 4:30 PM = 1630
Date In Time In Date Out Time Out Table Type
1 82500 1211 82500 1233 0 0
2 82500 1342 82500 1511L 0 0
3 82500 0

Enter the appropriate fields for the new punch record (if you need to change the **Date In**, press **Esc** until you return to **Date** and then enter the proper date):

Time In — Enter the time in using military time (4:30 pm is entered **1630**). If the **Allow Lunch** option is set up in the Variable File, the cursor stops to the right of the time entered. If this was a time in from lunch, enter **L**. Or press **Tab** to bypass.

Date Out — Enter the date out in standard date format (mmddyy). Or press **Tab** to accept the displayed date.

Time Out — Enter the time out using military time (4:30 pm is entered **1630**). If the **Allow Lunch** option is set up in the Variable File, the cursor stops to the right of the time entered. If this was a time out for lunch, enter **L**. Or press **Tab** to bypass.

Grace Table — Enter a grace table number if applicable to this punch record. Or press **Tab** to bypass.

Pay Types — A box of pay type options is displayed. Use the arrow keys to move the highlighted bar to the appropriate pay type for this punch record. Press **Enter** when the desired pay type is highlighted.

12 The computer asks you to verify your entry:

```
OK To Add Record (Y/N)
```

Enter **Y** to accept the entry and add it to PM6.D. Or enter **N** to reject the entry without adding it. You are returned to the options in Step 10.

Steps 13-16 describe option 3, Generate Punch by Employee. You must know the employee number you wish to add before beginning this procedure.

13 After you select **3** for **Generate Punch by Employee** and enter your employee number and password (if required), the computer displays:

```
CS06105A   Generate Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev8.1.1                                                         Port  40
                                                                 Store 01
    1. Input Parameters

          Employee Number                    0
          Number Of Hours                  .00
          Date                          mmddyy
          Pay Type                           0









<Ent>=Generate Hours   (E)=End  (1)=Input Parameters
```

Enter **1** to add the input parameters. Or enter **E** to end this procedure and return to the previous menu.

14 Enter the following parameters:

Employee Number	Enter the employee number for which to add a time punch record.
Number of Hours	Enter the number of hours using 100 unit hours (30 minutes = .50).
Date	Enter the date in the standard date format (mmddyy). Or press the up arrow to search for a date using a calendar. When the calendar is displayed, use the arrow keys to move the highlighted box to the desired date. Press **Enter** to select the date.
Pay Type	Enter the code for the pay type for these hours worked. Or press the up arrow to search for the pay type. A box of pay type options is displayed. Use the arrow keys to move the highlighted bar to the desired pay types. Press **Enter** to selected the pay type.

15 You are returned to the options at the bottom of the screen in Step 13. Press **Enter** to generate the time punch record according to the input parameters.

16 The computer displays:

```
 1 Time Punch Generated - <Ent> to Continue
```

Press **Enter** to acknowledge this message and return to the beginning of the program (either **Employee Number** or the input parameters in Step 13). Then you can end this procedure and return to the previous menu.

Steps 17-20 describe option 4, Generate Punch by Range. You must know the employee numbers you wish to add before beginning this procedure.

17 After you select **4** for **Generate Punch by Range** and enter your employee number and password (if required), the computer displays:

```
CS06105A   Generate Time Punches   ABC LUMBER COMPANY            Date mm/dd/yy
Rev8.1.1                                                         Port  40
                                                                 Store 01

    1. Input Parameters
          Beginning Employee Number          0
          Ending    Employee Number     9999999
          Number Of Hours                  .00
          Date                          mmddyy
          Pay Type                           0




<Ent>=Generate Hours   (E)=End  (1)=Input Parameters
```

Enter **1** to add the input parameters. Or enter **E** to end this procedure and return to the previous menu.

18 Enter the following parameters:

Beginning Employee Number Enter the first employee number of the range to add a time punch record.

Ending Employee Number Enter the last employee number of the range to add a time punch record.

Number of Hours Enter the number of hours using 100 unit hours (30 minutes = .50). This is used for all employees within range.

Date Enter the date in the standard date format (mmddyy). Or press the up arrow to search for a date using a calendar. When the calendar is displayed, use the arrow keys to move the highlighted box to the desired date. Press **Enter** to select the date. This is used for all employees within range.

Pay Type Enter the code for the pay type for these hours worked. Or press the up arrow to search for the pay type. A box of pay type options is displayed. Use the arrow keys to move the highlighted bar to the desired pay types. Press **Enter** to selected the pay type. This is also used for all employees within range.

19 You are returned to the options at the bottom of the screen in Step 17. Press **Enter** to generate the time punch records according to the input parameters.

20 The computer displays:

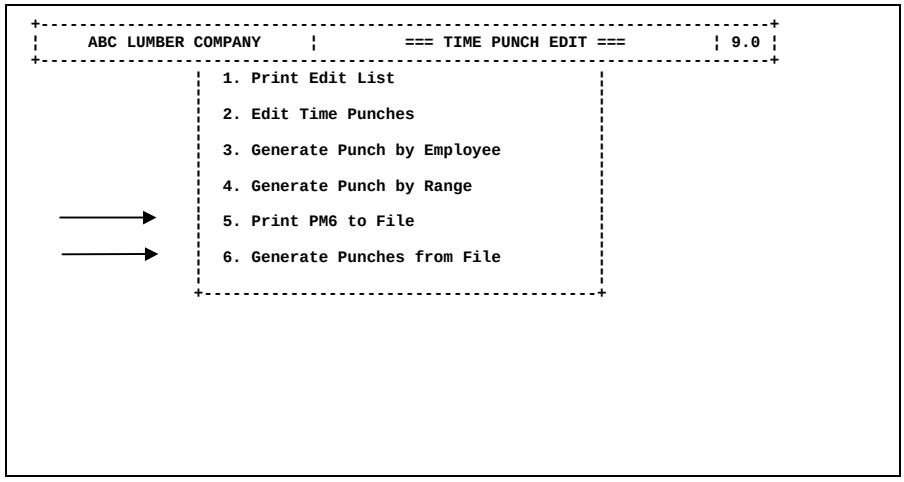
```
10 Time Punches Generated - <Ent> to Continue
```

Press **Enter** to acknowledge this message and return to the beginning of the program (either **Employee Number** or the input parameters in Step 17). Then you can end this procedure and return to the previous menu.

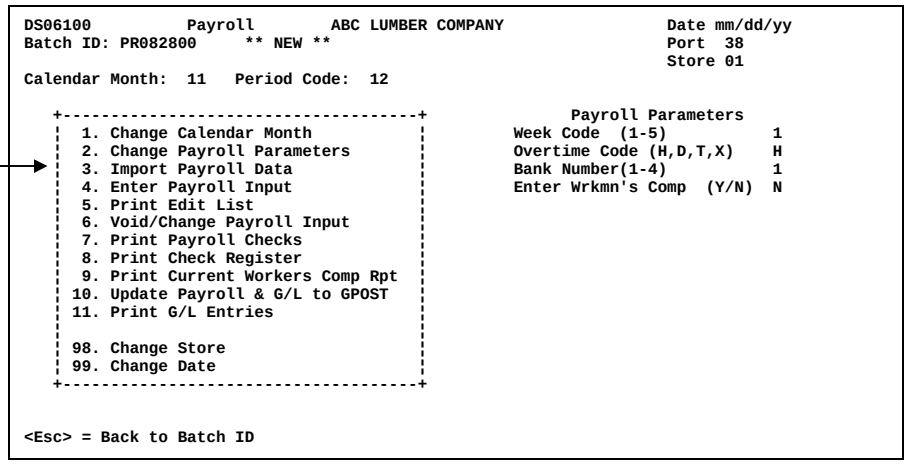
NOTES:

Part 3. Import/Export Programs

PURPOSE: The Import/Export programs allow you to transfer time and attendance punches from a remote location to corporate, eventually moving the data into the standard Dimensions payroll system for processing checks. The first 2 steps in this process are found on the **Time Punch Edit Menu:**


ABC LUMBER COMPANY
=== TIME PUNCH EDIT ===
9.0
1. Print Edit List
2. Edit Time Punches
3. Generate Punch by Employee
4. Generate Punch by Range
5. Print PM6 to File
6. Generate Punches from File

The last step is found on the **Process Payroll Menu** in the standard Dimensions Payroll system:


DS06100 Payroll ABC LUMBER COMPANY
Date mm/dd/yy
Batch ID: PR082800 ** NEW **
Port 38
Store 01
Calendar Month: 11 Period Code: 12
1. Change Calendar Month
2. Change Payroll Parameters
3. Import Payroll Data
4. Enter Payroll Input
5. Print Edit List
6. Void/Change Payroll Input
7. Print Payroll Checks
8. Print Check Register
9. Print Current Workers Comp Rpt
10. Update Payroll & G/L to GPOST
11. Print G/L Entries
98. Change Store
99. Change Date
Payroll Parameters
Week Code (1-5) 1
Overtime Code (H,D,T,X) H
Bank Number(1-4) 1
Enter Wrkmn's Comp (Y/N) N
<Esc> = Back to Batch ID

PROCEDURE:

Steps 1-5 describe Print PM6 to File, creating a text file for Time and Attendance punches for a specified time period and store from remote computers. The text file will be transferred to the corporate computer and then imported into the corporate payroll files for processing payroll. The method and frequency of transferring of the text files from the remote locations to corporate in user-controlled.

1 From the **Time and Attendance Menu** at the remote store, select **3** for **Time Punch Edit**. Then select **5** for **Print PM6 to File**.

2 The computer displays:

```
CS06117/E   Export PM6.D to Text   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.1                                                        Port  38
                                                                Store 01

    1. Input Parameters

          Beginning Date (MMDDYY)                    0
          Ending    Date (MMDDYY)               999999
          Beginning Employee Number                 0
          Ending    Employee Number            9999999
          Beginning Department                      0
          Ending    Department                  99999
          Store Number                              1









<Ent> = Create text file    (E) = End    (1) = Input parameters
```

Check the input parameters. Change if necessary by entering **1** for **Input Parameters**. See explanations for the input parameters below. Or enter **E** to end this option and return to the previous menu.

Beginning Date (MMDDYY) Enter the first date of the range of time punches to be included in this file. Or press **Tab** to begin with the first date found in the PM6.D file.

Ending Date (MMDDYY) Enter the last date of the range of time punches to be included in this file. Or press **Tab** to pick up all remaining dates in the file.

Beginning Employee Number Enter the first employee number of the range of time punches to be included in this file. Or press **Tab** to begin with the first employee found in the PM6.D file.

Ending Employee Enter the last employee of the range of time punches to be included in this file. Or press **Tab** to pick up all remaining employees in the file.

Beginning Department Enter the first department of the range of time punches to be included in this file. Or press **Tab** to begin with the first department found in the PM6.D file.

Ending Department Enter the last department of the range of time punches to be included in this file. Or press **Tab** to pick up all remaining departments in the file.

Store Number Enter the store number of the time punches to be included in this file. The text file can contain only one store. A separate text file must be created for each store if there are multiple stores supplying time and attendance information.

3 After you check or enter the input parameters, press **Enter** **(<Ent>=Create text file)** to begin the exporting process. The computer creates a text file named PM6EXP.### where ### is the store number entered in the input parameters. The same filename is used every time a text file is created for a store, overwriting the previous information in the text file. The information in PM6.D remains unchanged, allowing you to repeat this process as many times as needed if you encounter a problem with exporting the data. The computer displays the following while exporting records from PM6.D to the text file:

```
Now processing employee:   3200      20000828
```

When done, the computer displays:

```
 Export complete - <Ent> to end
```

Press **Enter** to acknowledge this message and return to the screen displayed in Step 2 where you can end this option and return to the previous menu.

4 Send the text file (PM6EXP.###) to corporate by copying it to a DOS diskette and mailing, sending by modem, or attaching it to an e-mail.

Steps 5-9 describe Generate Punches from File, taking the text file created at a remote store and transferring that data into PM6.D file at the corporate location. You need to determine the method and frequency of transferring the text file(s) from remote locations.

5 From the **Time and Attendance Menu** at the corporate location, select **3** for **Time Punch Edit**. Then select **6** for **Generate Punches from File**.

6 The computer displays:

```
CS06117/I   Import PM6.D from Text   ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.1                                                        Port  38
                                                                Store 01
    1. Input Parameters

          Store Number (0=All)                      0









<Ent> = Import data      (E) = End    (1) = Input parameters
```

Check the input parameter. Change if necessary by entering **1** for **Input Parameters**. See the explanation for the input parameter below. Or enter **E** to end this option and return to the previous menu.

Store Number (0=All) Enter the store number of the file to import. The store number is contained in the 3-digit extension of the text file name (PM6EXP.###) . Or enter **0** to bring in all text files from all stores.

7 If the punches already exist, the computer displays the following error:

```
1:19980920:100:19980917:800 Record already exists (PM6.I1)
```

This error shows Table #:Thru Date:Employee Number:Date In: Time. Press **Enter** to acknowledge the message, skipping that record. If other duplicate punches are detected, this error message is repeated.

8 Then the computer displays:

```
Do you wish to continue with the update (Y/N)
```

You have the following options:

Y	Enter **Y** to continue the update, creating records in the corporate PM6.D file.
N	Enter **N** to discontinue this process, therefore not updating the corporate PM6.D file.

9 Then the computer displays:

```
Import complete  <Ent> to end
```

Press **Enter** to acknowledge this message and return to the previous menu.

> ☞ **NOTE:** If an employee record does not exist in either the Employee Master File (PM1.D) or the Employee Misc. Data File (PM9.D), at the corporate location, no time punches will be imported for that employee. The punches for that employee will still exist in the text file. Change the employee's PM1.D record to a valid store number and/or department.

Steps 10-15 describe importing time punches from PM6.D to a Dimensions Payroll batch. Payroll checks can then be processed using normal procedures.

10 In **Process Payroll** in the Dimensions Payroll system, use standard procedures for setting up the batch name and payroll parameters. The **Process Payroll Menu** is shown below:

```
DS06100          Payroll        ABC LUMBER COMPANY                Date mm/dd/yy
Batch ID: PR082800     ** NEW **                                   Port  38
                                                                   Store 01
Calendar Month:  11   Period Code:  12

   +-----------------------------------+            Payroll Parameters
   |  1. Change Calendar Month         |        Week Code  (1-5)          1
   |  2. Change Payroll Parameters     |        Overtime Code (H,D,T,X)   H
   |  3. Import Payroll Data           |        Bank Number(1-4)          1
   |  4. Enter Payroll Input           |        Enter Wrkmn's Comp  (Y/N) N
   |  5. Print Edit List               |
   |  6. Void/Change Payroll Input     |
   |  7. Print Payroll Checks          |
   |  8. Print Check Register          |
   |  9. Print Current Workers Comp Rpt|
   | 10. Update Payroll & G/L to GPOST |
   | 11. Print G/L Entries             |
   |                                   |
   | 98. Change Store                  |
   | 99. Change Date                   |
   +-----------------------------------+


<Esc> = Back to Batch ID
```

11 Then use option 3, **Import Payroll Data**, to import time punches from the Employee Time Clock File (PM6.D) for hourly employees to generate timecard entries in the Dimensions Payroll system. The computer begins by displaying:

```
CS06106   Import Payroll         ABC LUMBER COMPANY
Rev9.0.2                                                PT 38 ST 01
                                                        MO 12 WK  1
    1. Input Parameters                                 Batch   PR082800
          Pay Thru Date     (MM/DD/YY)              82800 Date    mm/dd/yy
          Store Number         (0=All)                  0
          Department           (0=All)                  0
          Pay Table Number     (0=All)                  0
          Sort Order                                    1
              1-Numerical
              2-Alphabetical
          Beginning Employee                           0
          Ending    Employee                     9999999




<Ent>=Import Data       (E)=End      (1)=Input Parameters
```

Check the input parameters. Change if necessary by entering **1** for **Input Parameters**. See explanations for the input parameters below. Or enter **E** to end this option and return to the previous menu.

Pay Thru Date (MM/DD/YY) Enter the pay thru date to pull from PM6.D for this batch of timecard entries.

Store Number (0=All) Enter the store number to pull from PM6.D. Or enter **0** for all stores.

Department (0=All) Enter the department to pull from PM6.D. Or enter **0** for all departments.

Pay Table Number (0=All) Enter the pay thru table number to pull from PM6.D. Or enter **0** for all pay thru tables.

Sort Order
1-Numerical
2-Alphabetical Enter **1** to import the timecard data in employee number order, adding records to PM2.D (Payroll Transaction File) in numerical order. Or enter **2** to import the timecard data in employee alphabetical order.

Beginning Employee Enter the first employee to include (either number or name depending on the **Sort Order**), in importing data. Or press **Tab** to begin with the first employee found in PM6.D.

Ending Employee Enter the last employee to include (either number or name depending on the **Sort Order**), in importing data. Or press **Tab** to pick up all remaining employees found in PM6.D.

12 After you check or enter the input parameters, press **Enter** (**<Ent>=Import Data**) to begin the importing process. If you have set up fields for forced lunches, overtime tables, and grace tables, the import program makes adjustments to the timecard entries made to PM2.D. Any partial punches are not imported.

> ☞ **NOTE:** If any employee is coded with a **Store Number** or **Department Number** greater than 99, a message is displayed that the employee has an invalid store or department code. Change the employee's PM1.D record to a valid store number and/or department.

13 When done, the computer displays:

```
 Payroll Has Been Imported To PM2.   <Ent>=Continue
```

Press **Enter** to acknowledge this message and return to the previous menu.

14 Verify the timecard entries from the Time & Attendance system by printing an Edit List. From the **Process Payroll Menu**, select **5** for **Print Edit List.**

15 The computer displays:

```
DS06103      Payroll Edit List    ABC LUMBER COMPANY              Date mm/dd/yy
Rev9.0.1                                                          Port  38
                                                                  Store 01
    1. Input Parameters

          Batch Number                       PR082800
          Number of Copies                          1
          Report Date                           mmddyy
          Store Number (0=All)                      0
          Report Option                             1
              1 = All Checks
              2 = Zero or Negative Checks Only
              3 = Computer Checks
              4 = Handchecks Only




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print the report using normal print procedures. Check for accurate entries. If an employee has more than 2 Other Pay Types used in a pay period in addition to normal punches, the import program creates 2 entries in the payroll batch for that employee. Any deductions that are in the employee records are taken from every check that is created, so you may need to edit some of the entries to remove the deductions.

NOTES:

Part 4. Year End Updates

The standard Payroll year end update program clears the Other Pay Type 1 - 6 Total Used fields. These fields accumulate YTD information.

If you have Time & Attendance files, the Payroll Year End Update updates the standard Dimensions Payroll files first and then the Time & Attendance files. The update program prompts for a purge date for PM2.D and PM3.D. Once the standard files have been updated, then you need to enter a purge date for the Employee Time Clock File (PM6.D). All punches on or before the date you enter in the program are purged from the file.

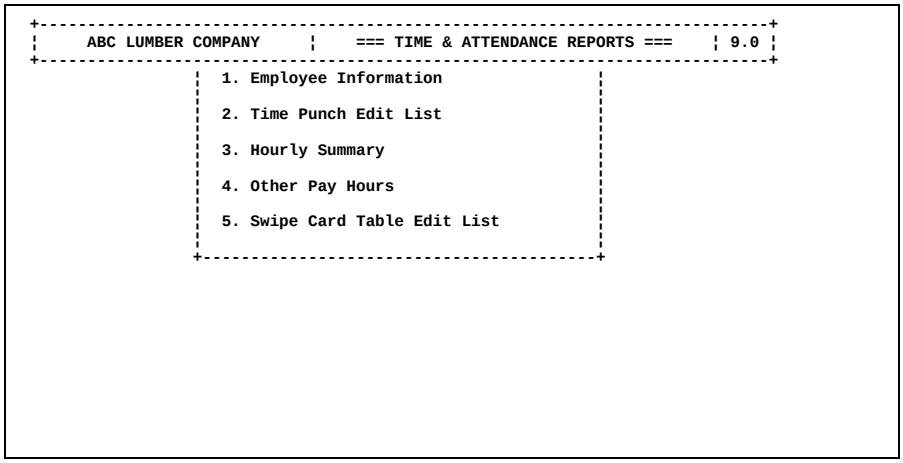
If you have a pay period that spans across the year end, enter a purge date prior to the beginning of that pay period. You may choose to keep several months of time punches and purge them at a later date. The purge program for time punches in PM6.D (Employee Time Clock File) is on the **Time & Attend Special Maint Menu.**

To prepare for the new year, enter new Pay Thru Tables for the dates in the new year. From the **Time & Attendance Menu**, select **2** for **Table Maintenance** and then **1** for **Pay Thru Tables**.

NOTES:

Time and Attendance Reports

This section contains the four Time and Attendance reports. When you select **Time & Attendance Reports** from the **Time & Attendance Menu**, another menu is displayed:



Each menu selection goes to a print program. The following section is organized according to this menu. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

How To Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.

1. Employee Information

This report can be printed showing 2 different sets of information, Payroll Master File and Time & Attendance Values which come from the Employee Misc. Data File.

Master File Information – data comes from PM1.D, Payroll Master File.

1st Line - Employee number & name
Social Security # (SOC-SEC-NO)
Department (DEPT)
Store (STR)
Address 1 & 2
Zip code

2nd Line - Phone #
Pay Type (hourly/salary)
Rate
Gender
Marital status (S=single, M=married)
Birth date
Hire date
Termination date

Time & Attendance Values – data comes from PM9.D, Employee Misc. Data File.

Employee number and name
Department (DEPT)
Level
Pay Thru Table #
Grace Table #
Overtime Table #
Forced lunch after X hours (FORCE LUNCH)
Lunch length
Pay Types (Description, OT, and Tot Available for each pay type)

After you select the report, enter your employee number and password. The password is the last 4 digits of your Social Security number. If the correct password is entered, the report screen is displayed. The selection routine for employees may be limited by the security level of the employee accessing this program.

```
CS06115    Employee Information  ABC LUMBER COMPANY              Date mm/dd/yy
Rev7.0.53                         ABC CO.                        Port  37
                                                                 Store 01

    1. Input Parameters

          Print   1) Master File Information          1
                  2) Time/Attendance Values
          Beginning Employee Number                  0
          Ending    Employee Number            9999999
          Print Pay Rate (Y/N)                       Y
          Number Of Copies                           1
          Store Number (0=All)                       1
          Report Date                           mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Print 1) Master File Information
2) Time/Attendance Values

Enter **1** to print information from the Payroll Master File (PM1.D). Enter **2** to print time and attendance values from the Employee Misc. Data File (PM9.D). See the sample reports at the end of this part.

Beginning Employee Number

Enter the first employee number to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee Number

Enter the last employee number to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

Number of Copies

Enter the number of copies to print of this report.

Store Number (0=All)

Enter the store number of the employees you wish to print on this report. Or enter **0** to include employees from all stores. Or press **Tab** to accept the displayed store number (store number of the port running this report program).

Report Date

Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

SAMPLE EMPLOYEE INFORMATION REPORT
Print Option 1) Master File Information

```
mm/dd/yy         MASTER FILE INFORMATION                    ABC LUMBER COMPANY                                    CS06115
10:08:55                                                                                                          PAGE 0001

 EMP NO  NAME                          SOC-SEC-NO    DEPT  STR  ADDRESS 1               ADDRESS 2             ZIP CODE

    100  ADAMS/JOHN                    111-11-1111  12345  123  123 MAIN STREET          BOSTON, MA               01111-1111
      PHONE: 000-0000     PAY TYPE: HOURLY RATE:     10.00  GENDER:   STATUS: S BIRTH DT:  10130 HIRE DT:  32597 TERM DT:

    200  ADAMS/ABIGAIL                 111-22-3333      1    2  123 MAIN STREET          BOSTON, MA               01111-1234
      PHONE: 000-0000     PAY TYPE: HOURLY RATE:     20.00  GENDER:   STATUS: S BIRTH DT:  20130 HIRE DT:  51597 TERM DT:

    300  SMITH/JOHANNA                 111-11-1111      1    1  222 MAPLE STREET         SLC, UT                  84105
      PHONE: 000-0000     PAY TYPE: HOURLY RATE:     25.00  GENDER:   STATUS: S BIRTH DT:  33155 HIRE DT:        TERM DT:

    400  BROWN/JOE                     123121234        1    2  555 55TH SW              GR, MI                   49110
      PHONE: 000-0000     PAY TYPE: SALARY RATE:    500.00  GENDER:   STATUS: M BIRTH DT:        HIRE DT:        TERM DT:

    500  TYRELL/JOHN                                    1    1  123 KYLE WAY             ANYTOWN, MA              15151-6666
      PHONE: 000-0000     PAY TYPE: HOURLY RATE:     10.00 GENDER: M  STATUS: S BIRTH DT:        HIRE DT:        TERM DT:
```

Print Option 2) Time & Attendance Information

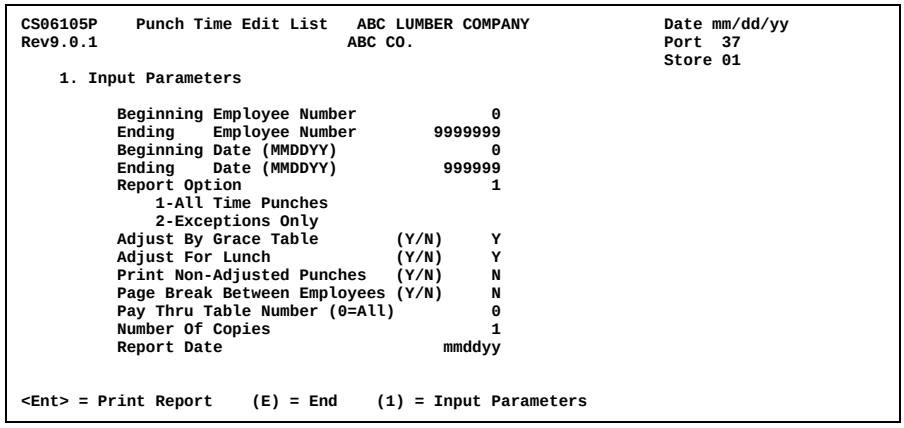
```
mm/dd/yy         TIME AND ATTENDANCE VALUES                 ABC LUMBER COMPANY                                    CS06115
10:58:00                                                                                                          PAGE 0001

                                        PTHRU GRACE    OT -FORCE LUNCH-  ---------- PAY TYPE ----------
 EMP NO NAME                          DEPT LEVEL TABLE TABLE TABLE  AFTER LENGTH  DESCRIPTION              OT TOTAL AVAIL

    300 SMITH/JOHANNA                    1 Emp       1                            HOLIDAY PAY               Y       25.00
                                                                                  VACATION PAY              Y       25.00
                                                                                  SICK PAY                  N       25.00
                                                                                  JURY DUTY                 Y       25.00
                                                                                  OTHER PAY TYPE 5          Y       25.00
                                                                                  PERSONAL TIME OFF         Y       25.00

    500 TYRELL/JOHN                      1 Supv      2     1     1   4.00    .50  HOLIDAY PAY               Y       20.00
                                                                                  VACATION PAY              Y       40.00
                                                                                  SICK PAY                  Y       24.00
                                                                                  JURY DUTY                 Y        5.00
                                                                                  OTHER PAY TYPE 5          Y
                                                                                  PERSONAL TIME OFF         Y
```

2. Time Punch Edit List

This report shows a list of time punches by employee for a range of pay thru dates. This information comes from the Time Punch File (PM6.D) and the Employee Misc. Data File (PM9.D). It includes the employee number and name, pay thru table number and description, and all time punches within the date range showing date, time in, time out, hours, daily total, and pay type. There is also a total by employee. All time shown is in 100 unit hours.

There is an option to adjust punches for grace tables and/or forced lunches. If punches were modified, a ***** appears next to the time which was modified. If a lunch punch was modified, an **L** appears next to the time which was modified.

After you select the report, enter your employee number and password. The password is the last 4 digits of your Social Security number. If the correct password is entered, the report screen is displayed. The selection routine for employees may be limited by the security level of the employee accessing this program.



```
CS06105P    Punch Time Edit List   ABC LUMBER COMPANY            Date mm/dd/yy
Rev9.0.1                           ABC CO.                       Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Employee Number              0
          Ending    Employee Number        9999999
          Beginning Date (MMDDYY)                0
          Ending    Date (MMDDYY)           999999
          Report Option                          1
              1-All Time Punches
              2-Exceptions Only
          Adjust By Grace Table        (Y/N)     Y
          Adjust For Lunch             (Y/N)     Y
          Print Non-Adjusted Punches   (Y/N)     N
          Page Break Between Employees (Y/N)     N
          Pay Thru Table Number (0=All)          0
          Number Of Copies                       1
          Report Date                       mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Employee Number — Enter the first employee number to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee Number — Enter the last employee number to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

Beginning Date — Enter the first pay thru date to include on this report. Or press **Tab** to start with the first pay thru date found in the file.

Ending Date — Enter the last pay thru date to include on this report. Or press **Tab** to pick up all remaining pay thru dates found in the file. If you wish to print time punches for only one pay period, enter the same pay thru date in **Beginning Date** and **Ending Date.**

Report Option
1 = All Time Punches
2 = Exceptions Only

Enter **1** to print all time punches, completed and one-sided punches. Or enter **2** to print one-sided punches only.

Adjust by Grace Table (Y/N) — Enter **Y** to adjust the punches by grace tables if applicable. This is the default response so that the report prints the same data that will be exported. Or enter **N** to not adjust punches to view unaltered punches.

Adjust for Lunch (Y/N) — Enter **Y** to adjust the punches for forced lunches if applicable. This is the default response so that the report prints the same data that will be exported. Or enter **N** to not adjust punches to view unaltered punches.

Print Non-Adjusted Punches (Y/N) — Enter **Y** to include non-adjusted punches. This option prints in compressed format for 132 –characters columns. Non-adjusted punched print on the right side of the page, following the adjusted punch information. Or enter **N** to print adjusted punches only. The default is **N**, to print adjusted punches only.

Page Break Between Employees (Y/N) — Enter **Y** to print one employee per page. Enter **N** to not start a new page between employees.

Pay Thru Table Number (0=All) — Enter the pay thru table number to include on this report. Or enter **0** to print from all pay thru tables.

Number of Copies — Enter the number of copies to print of this report.

Report Date — Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

SAMPLE TIME PUNCH EDIT LIST

```
mm/dd/yy  TIME PUNCH EDIT LIST    ABC LUMBER COMPANY          CS06105P
11:33:08                                                      PAGE 0001

      (ALL TIME IS IN 100 UNITS HOURS)   DAILY   PAY                    GRACE
     DATE   TIME IN TIME OUT    HOURS    TOTAL   TYPE                   TABLE


EMPLOYEE     200 FONDA/JANE                      TABLE  1 WEEKLY
    07/13/97    8:00    18:02    10:02    10:02
    07/14/97    7:80    16:92     9:12     9:12
    07/18/97    8:00    16:00     8:00     8:00
    07/21/97    8:00    14:20     6:20     6:20   HOLIDAY PAY
    07/31/97    8:00    16:00     8:00     8:00   HOLIDAY PAY

         EMPLOYEE TOTAL      41:34

EMPLOYEE     300 KERRY/HARRY                     TABLE  1 WEEKLY
    07/13/97    8:00    16:00     8:00     8:00   VACATION PAY
    07/14/97    8:00    16:00     8:00     8:00   HOLIDAY PAY
    07/15/97    8:00    17:00     8:50     8:50                            1
    07/16/97    8:00    13:00     5:00     5:00   HOLIDAY PAY
    07/17/97    8:00    17:00     8:50                                      1
    07/17/97    8:08    16:92     8:84    17:34
    07/25/97    8:00    14:20     6:20     6:20   HOLIDAY PAY

       EMPLOYEE TOTAL      53:04
```

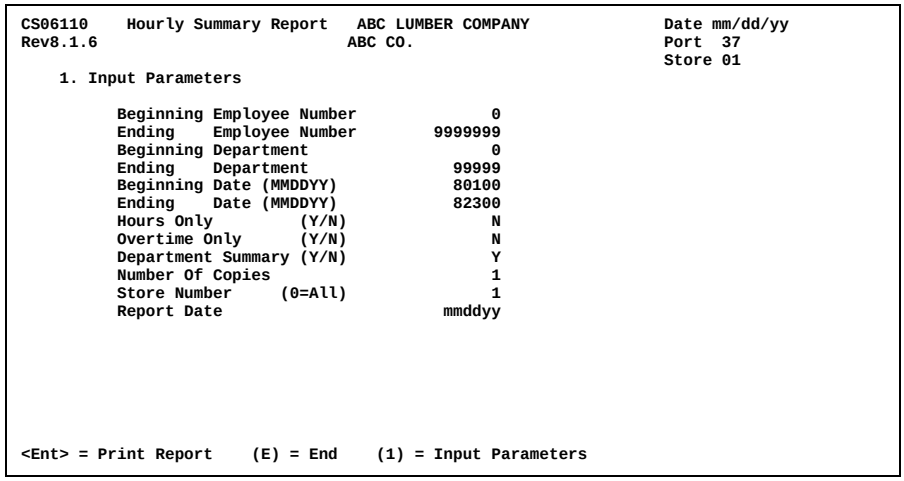
☞ **NOTE:** Time In and Time Out times may be rounded due to Grace Table. Hours and Daily Total may be reduced by Forced Lunches. If the lunch ring is less than what is in the forced lunch fields (either employee record or grace table), the report is forced to what it should be according to the employee record or grace table. This works for multiple lunch rings in a day if the amount of time worked between the punches is appropriate. If the lunch ring is longer than what is in the forced lunch fields, the report does not account for the time in the employee record or grace table.

3. Hourly Summary

Print this report to see an hourly summary by employee. This information comes from the Time Punch File (PM6.D) and the Employee Misc. Data File (PM9.D). It can be printed for an employee number range, department range, or pay thru date range. It includes the employee number and name, department, regular hours (and dollars if selected), other hours (and dollars if selected), overtime hours (and dollars if selected), and total gross hours (and dollars if selected). All time shown is in 100 unit hours.

Forced lunches, grace tables, and overtime tables are used in hourly calculations. Forced lunches are deducted only from the first punch of the day. If a multiple layer overtime table is used, multiple lines are printed for the employee if they reach the second level of overtime. The total line prints with multiple lines if any employee in the report reaches the second level of overtime.

After you select the report, enter your employee number and password. The password is the last 4 digits of your Social Security number. If the correct password is entered, the report screen is displayed. The selection routine for employees may be limited by the security level of the employee accessing this program.



```
CS06110    Hourly Summary Report   ABC LUMBER COMPANY            Date mm/dd/yy
Rev8.1.6                          ABC CO.                       Port  37
                                                                Store 01
    1. Input Parameters

          Beginning Employee Number              0
          Ending    Employee Number        9999999
          Beginning Department                   0
          Ending    Department               99999
          Beginning Date (MMDDYY)            80100
          Ending    Date (MMDDYY)            82300
          Hours Only         (Y/N)               N
          Overtime Only      (Y/N)               N
          Department Summary (Y/N)               Y
          Number Of Copies                       1
          Store Number     (0=All)               1
          Report Date                       mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Employee Number — Enter the first employee number to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee Number — Enter the last employee number to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

Beginning Department — Enter the first department to include on this report. Or press **Tab** to start with the first department found in the file.

Ending Department — Enter the last department to include on this report. Or press **Tab** to pick up all remaining departments found in the file.

Beginning Date — Enter the first pay thru date to include on this report. Or press **Tab** to start with the first pay thru date found in the file.

Ending Date — Enter the last pay thru date to include on this report. Or press **Tab** to pick up all remaining pay thru dates found in the file. If you wish to print time punches for only one pay period, enter the same pay thru date in **Beginning Date** and **Ending Date.**

Hours Only (Y/N) — Enter **Y** to print the report without pay dollars. Or enter **N** to print hours and pay dollars.

Overtime Only (Y/N) — Enter **Y** to print the report for employees with overtime hours only. Or enter **N** to print all employees whether or not they have overtime within the specified date range.

Department Summary (Y/N) — Enter **Y** to print a total line for each department. Or enter **N** to print the report without totaling each department.

Number of Copies — Enter the number of copies to print of this report.

Store Number (0=All) — Enter the store number of the employees you wish to print on this report. Or enter **0** to include employees from all stores. Or press **Tab** to accept the displayed store number (store number of the port running this report program).

Report Date — Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

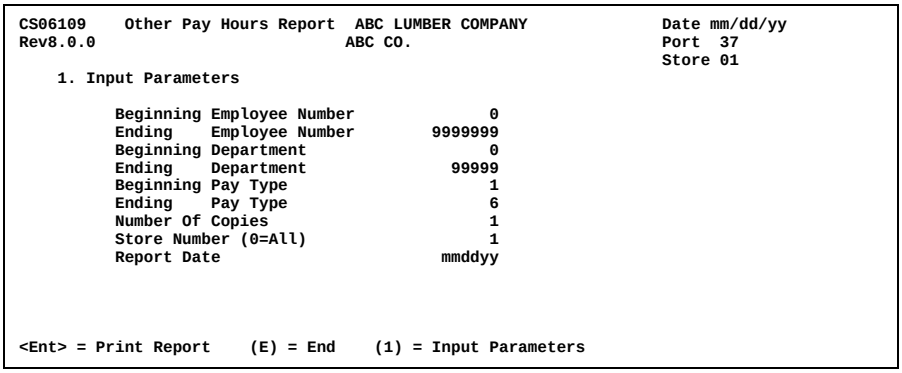
SAMPLE HOURLY SUMMARY

```
mm/dd/yy          HOURLY SUMMARY REPORT                          ABC LUMBER COMPANY              CS06110
11:12:39    DATE RANGE 07/01/97 TO 07/22/97                      ABC LUMBER COMPANY             PAGE 0001

                            *****REGULAR*****  ******OTHER******  *******OVERTIME******* ****TOTAL GROSS***
 EMP NO NAME             DEPT  HOURS    DOLLARS   HOURS    DOLLARS   HOURS  RATE   DOLLARS   HOURS     DOLLARS

    100 ATKINS/TOM          1  32.57     236.13    6.20      44.95    6.40  1.50     69.63
                                                                      7.75  2.00    112.38   52.92      463.09
    200 FONDA/JANE          2  27.14     203.55    6.20      46.50          1.50             33.34      250.05
    300 KERRY/HARRY         1  19.00     137.75   21.00     152.25    6.34  1.50     68.98   46.34      358.98

                               78.71     577.43   33.40     243.70   12.74          138.61
                                                                      7.75          112.38  132.60     1072.12
```

4. Other Pay Hours

This report shows a list of employees with other pay detail. This information comes from the Employee Misc. Data File (PM9.D). It includes the employee number and name, department, and each pay type with total available, total used, and total remaining (calculated). It can be printed in employee number range, department range, and/or pay type range.

After you select the report, enter your employee number and password. The password is the last 4 digits of your Social Security number. If the correct password is entered, the report screen is displayed. The selection routine for employees may be limited by the security level of the employee accessing this program.



```
CS06109    Other Pay Hours Report  ABC LUMBER COMPANY            Date mm/dd/yy
Rev8.0.0                           ABC CO.                       Port  37
                                                                 Store 01

    1. Input Parameters

          Beginning Employee Number              0
          Ending    Employee Number        9999999
          Beginning Department                   0
          Ending    Department               99999
          Beginning Pay Type                     1
          Ending    Pay Type                     6
          Number Of Copies                       1
          Store Number (0=All)                   1
          Report Date                       mmddyy



<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Beginning Employee Number — Enter the first employee number to include on this report. Or press **Tab** to start with the first employee found in the file.

Ending Employee Number — Enter the last employee number to include on this report. Or press **Tab** to pick up all remaining employees found in the file.

Beginning Department — Enter the first department to include on this report. Or press **Tab** to start with the first department found in the file.

Ending Department — Enter the last department to include on this report. Or press **Tab** to pick up all remaining departments found in the file.

Beginning Pay Type — Enter the first pay type to include on this report. Or press **Tab** to start with the first pay type found in the file.

Ending Pay Type — Enter the last pay type to include on this report. Or press **Tab** to pick up all remaining pay types found in the file.

Number of Copies — Enter the number of copies to print of this report.

Store Number (0=All) — Enter the store number of the employees you wish to print on this report. Or enter **0** to include employees from all stores. If all stores are selected to print, the report order is store number, department number, employee number. Or press **Tab** to accept the displayed store number (store number of the port running this report program).

Report Date Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

SAMPLE OTHER PAY HOURS

```
mm/dd/yy  OTHER PAY TYPE REPORT   ABC LUMBER COMPANY             CS06109
11:23:16                                                        PAGE 0001

 EMP NO NAME                              DEPT    TOTAL    TOTAL    TOTAL
              PAY TYPE                           AVAIL     USED   REMAIN

    100 ATKINS/TOM                          1
              1 HOLIDAY PAY                       10.00     6.20     3.80
              2 VACATION PAY                      10.00            10.00
              3 SICK PAY                          10.00            10.00
              4 JURY DUTY                         10.00            10.00
              5 MISC TIME                         10.00            10.00
              6 PERSONAL TIME OFF                 10.00            10.00

    300 KERRY/HARRY                         1
              1 HOLIDAY PAY                       10.00    28.40    18.40-
              2 VACATION PAY                      10.00     8.00     2.00
              3 SICK PAY                          10.00            10.00
              4 JURY DUTY                         10.00            10.00
              5 MISC TIME                         10.00            10.00
              6 PERSONAL TIME OFF                 10.00            10.00
```

5. Swipe Card Table Edit List

This report shows a list of swipe card numbers and employees. It is available only if you are set up to accommodate swipe cards. Information for this report comes from the Employee Swipecard Cross Reference File (PM12.D).

```
CS06116/P  Swipecard Table Edit List   ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.1.2                                                          Port  38
                                                                  Store 01

    1. Input Parameters

          Report Order  1) Card Number                  1
                        2) Employee Number
          Beginning Value                               0
          Ending    Value                         9999999
          Department Number (0=All)                     0
          Store Number      (0=All)                     1
          Number of Copies                              1
          Report Date                                mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Input Parameters

Report Order 1) Card Number / 2) Employee Number — Enter **1** to print this report in card number order. Or enter **2** to print it in employee number order.

Beginning Value — Enter the first card number or employee number (as selected above) to include on this report. Or press **Tab** to start with the first value found in the file.

Ending Value — Enter the last card number or employee number to include on this report. Or press **Tab** to pick up all remaining values found in the file.

Department Number (0=All) — Enter the department number to include on this report. Or enter **0** to include all departments.

Store Number (0=All) — Enter the store number to include on this report. Or enter **0** to include all stores.

Number of Copies — Enter the number of copies to print of this report.

Report Date — Enter the date to include in the report heading. Or press **Tab** to accept the current displayed date.

SAMPLE SWIPE CARD TABLE LIST

```
mm/dd/yy SWIPECARD TABLE (PM12) EDIT LIST  ABC LUMBER COMPANY        CS06116/P
15:03:10                                                            PAGE 0001

      CARD #    EMP #
         101     2400  DENVER/JOHN
         103     1800  BROOKS/GARTH
         104      100  ADAMS/SUE
```

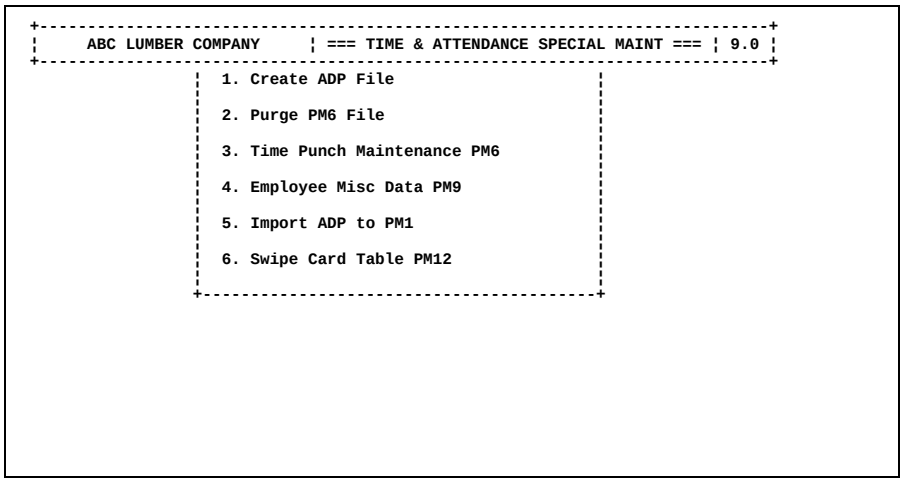
Time & Attendance Special Maintenance

Introduction

This section contains special maintenance programs for the Time and Attendance files. The information accessed here is sensitive and should be accessed cautiously.

Special Maintenance Menu

When you select **Time & Attend Special Maint** from the **Time & Attendance Menu**, another menu is displayed:


ABC LUMBER COMPANY
=== TIME & ATTENDANCE SPECIAL MAINT ===
9.0
1. Create ADP File
2. Purge PM6 File
3. Time Punch Maintenance PM6
4. Employee Misc Data PM9
5. Import ADP to PM1
6. Swipe Card Table PM12

See the following 6 parts for descriptions of each option.

How To Use This Section

The options in this section are written following a standard pattern.

- Each option begins on a new page.
- The filename and keys (if applicable) are defined.
- The purpose of the option is stated in COMMENTS.
- A sample screen of the input parameters is presented.
- Any special fields or unique instructions are explained.

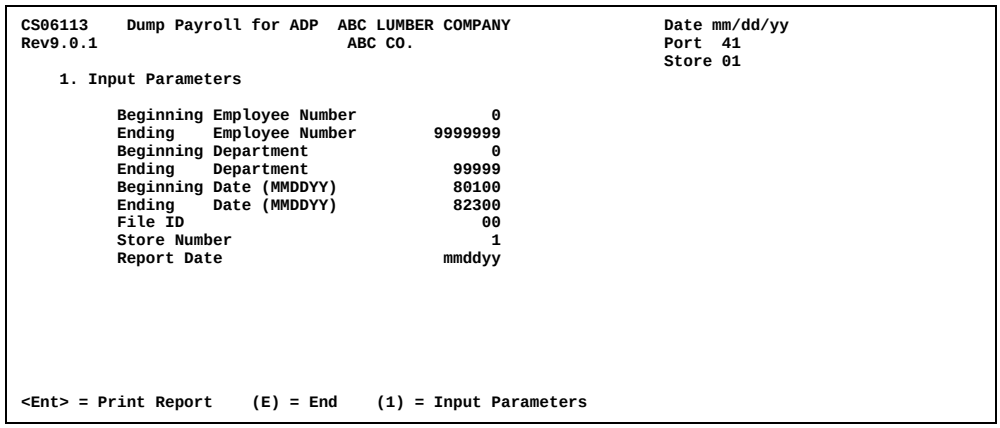
1. Create ADP File

FILENAME : EXTPAY*nn*.###

KEYS : N/A

COMMENTS: Use this program to create the file for the pay period to send to ADP.

From the **Time & Attendance Special Maintenance Menu**, select **1** for **Create ADP File**. Enter your employee number and password. The password is the last four digits of your Social Security number. If the correct password is entered, the screen displays:


CS06113 Dump Payroll for ADP ABC LUMBER COMPANY Date mm/dd/yy
Rev9.0.1 ABC CO. Port 41
Store 01
1. Input Parameters
Beginning Employee Number 0
Ending Employee Number 9999999
Beginning Department 0
Ending Department 99999
Beginning Date (MMDDYY) 80100
Ending Date (MMDDYY) 82300
File ID 00
Store Number 1
Report Date mmddyy
<Ent> = Print Report (E) = End (1) = Input Parameters

Enter the following input parameters:

Beginning Employee Number — The selection of employees (Beginning and Ending) may be limited by the security level of the employee accessing this program. Enter the first employee number you wish to select for this file. Or press **Tab** to begin with the first employee in the PM1.D file.

Ending Employee Number — Enter the last employee number you wish to select for this file. Or press **Tab** to pick up all remaining employees in the PM1.D file.

Beginning Department — Enter the first department number you wish to select for this file. Or press **Tab** to start with the first department found.

Ending Department — Enter the last department number you wish to select for this file. Or press **Tab** to pick up all remaining departments found.

Beginning Date (MMDDYY) — Enter the beginning pay thru date you wish to select for this file. Or press **Tab** to accept the displayed date.

Ending Date (MMDDYY) — Enter the ending pay thru date you wish to select for this file. Or press **Tab** to accept the displayed date (current date). If you are selecting one pay thru date, enter the same date in **Beginning Date** and **Ending Date**.

File ID — Enter a 2-digit number to be used as part of the file name created to send to ADP. The program uses the 3-digits **Company Code** from the Time & Attendance Variable File for the extension on the end of the file name. The file name that will be created is EXTPAY*nn*.### where *nn*=File ID and ###=Company Code.

Store Number — Enter the store number you wish to use to select employees for the file. Or press **Tab** to accept the default store number. This store number defaults to the store number of the port running this program.

Report Date — Enter the date you wish to print in the heading of this report. Or press **Tab** to accept the current displayed date.

After the file is created, copy it to a DOS diskette to copy it into the PC you use for ADP communication. Insert a blank DOS diskette into the floppy drive on the Dimensions system.

Exit the Dimensions system and obtain the system prompt.

Enter one of the following copy commands, depending on your operating system.

SuperDOS:

>PCXFER/S 5:1:EXTPAY*nn*.### A:EXTPAY*nn*.###

(*nn*=File ID, ###=Company Code)

SCO UNIX:

$doscp /u/live/live01/extpay*nn*.### /dev/fd0:/extpay*nn*.###

(*nn*=File ID, ###=Company Code)

NOTE: If you are copying the file and you are in the /u/live/live01 directory already, you do not need to include it in the copy command. For example: **$doscp extpay*nn*.### /dev/fd0:/extpay*nn*.###**.

AIX UNIX:

$doswrite –a /u/live/live01/extpay*nn*.### extpay*nn*.###

(*nn*=File ID, ###=Company Code)

NOTE: If you are copying the file and you are in the /u/live/live01 directory already, you do not need to include it in the copy command. For example: **$doswrite –a extpay*nn*.### extpay*nn*.###**.

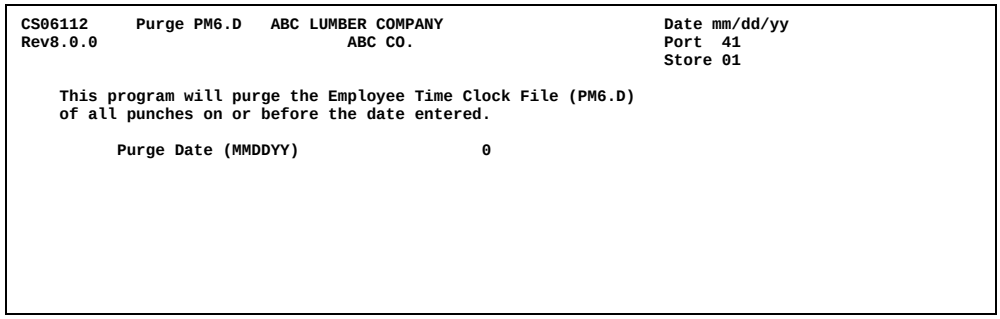
2. Purge PM6 File

FILENAME : PM6.D (Employee Time Clock File)

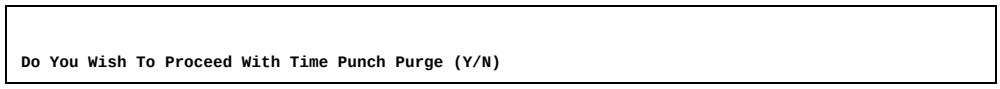
KEYS : N/A

COMMENTS: This program purges time punches from PM6.D. Records are purged based on Paid Thru Date and are purged whether or not they are completed. This program may be run once a year as part of the year end closing or more frequently if you determine you do not need to keep this information for a year.

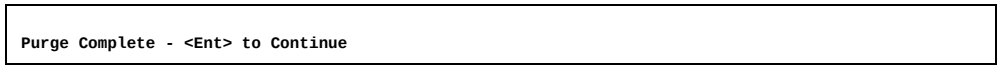
From the **Time & Attendance Special Maintenance Menu**, select **2** for **Purge PM6 File.** Enter your employee number and password. The password is the last four digits of your Social Security number. The purge process may be limited by the security level of the employee accessing this program. If the correct password is entered, the screen displays:


CS06112 Purge PM6.D ABC LUMBER COMPANY Date mm/dd/yy
Rev8.0.0 ABC CO. Port 41
Store 01
This program will purge the Employee Time Clock File (PM6.D)
of all punches on or before the date entered.
Purge Date (MMDDYY) 0

Enter the purge date. Time punches on or before this purge date will be deleted from the PM6.D file. The computer then asks:



Enter **N** if the purge date is incorrect or you do not wish to continue. You are returned to the previous menu Or enter **Y** to begin the purge process. When done the computer displays:



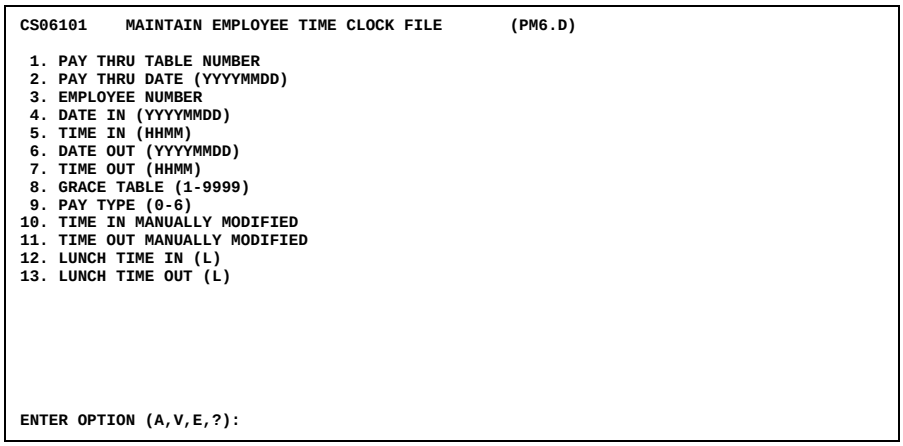
Press **Enter** to acknowledge this message and return to the previous menu.

3. Time Punch Maintenance PM6

FILENAME : PM6.D (Employee Time Clock File)

KEYS : Pay Thru Table Number
Pay Thru Date (YYYYMMDD)
Employee Number
Date In (YYYYMMDD)
Time In (HHMM)

COMMENTS: Use this program to view or edit unfiltered time punch data. The maintenance on this file would usually be done through the regular programs but there may be occasions where you need to use this program under the directions of a Dimensions Support Analyst.

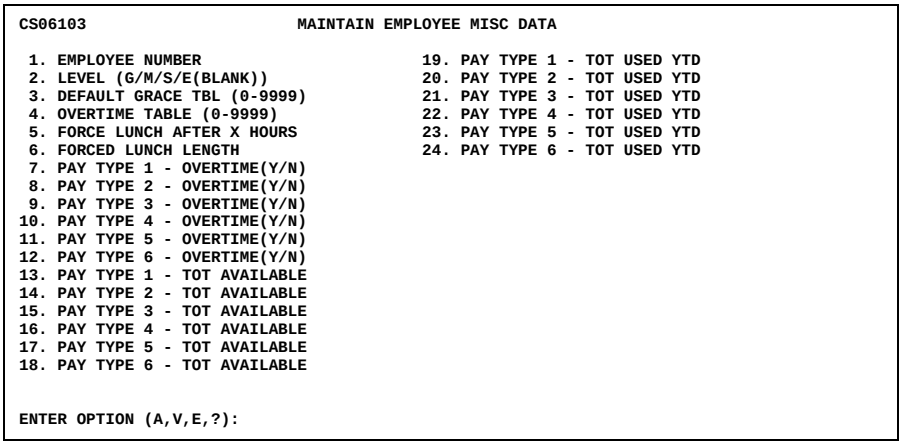

CS06101 MAINTAIN EMPLOYEE TIME CLOCK FILE (PM6.D)
1. PAY THRU TABLE NUMBER
2. PAY THRU DATE (YYYYMMDD)
3. EMPLOYEE NUMBER
4. DATE IN (YYYYMMDD)
5. TIME IN (HHMM)
6. DATE OUT (YYYYMMDD)
7. TIME OUT (HHMM)
8. GRACE TABLE (1-9999)
9. PAY TYPE (0-6)
10. TIME IN MANUALLY MODIFIED
11. TIME OUT MANUALLY MODIFIED
12. LUNCH TIME IN (L)
13. LUNCH TIME OUT (L)
ENTER OPTION (A,V,E,?):

4. Employee Misc Data PM9

FILENAME : PM9.D (Employee Misc Data)

KEYS : Employee Number

COMMENTS: Use this program to view or edit unfiltered employee miscellaneous data. The maintenance on this file would usually be done through the regular programs but there may be occasions where you need to use this program under the directions of a Dimensions Support Analyst.


CS06103 MAINTAIN EMPLOYEE MISC DATA
1. EMPLOYEE NUMBER
2. LEVEL (G/M/S/E(BLANK))
3. DEFAULT GRACE TBL (0-9999)
4. OVERTIME TABLE (0-9999)
5. FORCE LUNCH AFTER X HOURS
6. FORCED LUNCH LENGTH
7. PAY TYPE 1 - OVERTIME(Y/N)
8. PAY TYPE 2 - OVERTIME(Y/N)
9. PAY TYPE 3 - OVERTIME(Y/N)
10. PAY TYPE 4 - OVERTIME(Y/N)
11. PAY TYPE 5 - OVERTIME(Y/N)
12. PAY TYPE 6 - OVERTIME(Y/N)
13. PAY TYPE 1 - TOT AVAILABLE
14. PAY TYPE 2 - TOT AVAILABLE
15. PAY TYPE 3 - TOT AVAILABLE
16. PAY TYPE 4 - TOT AVAILABLE
17. PAY TYPE 5 - TOT AVAILABLE
18. PAY TYPE 6 - TOT AVAILABLE
19. PAY TYPE 1 - TOT USED YTD
20. PAY TYPE 2 - TOT USED YTD
21. PAY TYPE 3 - TOT USED YTD
22. PAY TYPE 4 - TOT USED YTD
23. PAY TYPE 5 - TOT USED YTD
24. PAY TYPE 6 - TOT USED YTD
ENTER OPTION (A,V,E,?):

5. Import ADP to PM1

FILENAME : N/A

KEYS : N/A

COMMENTS: Use this program to load employee information for the first time from an ADP file format into PM1.D, Payroll Master File.

> ☞ **NOTE:** You must have the Time and Attendance Variable File options set up before you can access this program. See Step 6 Variable File Settings. You will also need to know the number for Pay Thru Tables, Overtime Tables, and Grace Tables before beginning this procedure.

From the **Time and Attendance Menu**, select **6** for **Time & Attend Special Maint**. Then select **5** for **Import ADP to PM1**. The computer displays:

```
CS06114    Import ADP to PM1  ABC LUMBER COMPANY                Date mm/dd/yy
Rev8.0.0                                                        Port  41
                                                                Store 01

    1. Enter Defaults

          Pay Thru Table                            0
          Overtime Table                            0
          Grace Table                               0
          Force Lunch After X Hours               .00
          Forced Lunch Length                     .00
          Pay Type 1 Overtime (Y/N)                 Y
          Pay Type 2 Overtime (Y/N)                 Y
          Pay Type 3 Overtime (Y/N)                 Y
          Pay Type 4 Overtime (Y/N)                 Y
          Pay Type 5 Overtime (Y/N)                 Y
          Pay Type 6 Overtime (Y/N)                 Y
          Store   1-999

          ADP Text File to be Imported: MFOUT.123
                   Date Created: mm/dd/yy


<Ent> = Import ADP    (E) = End    (1) = Input Parameters
```

This program is used for creating employees records for the first time for each store from data imported from ADP. It assumes there are no records in the payroll files for the store number entered in the defaults. Enter **1** to enter the input parameters as shown below:

Pay Thru Table — Enter the number of the Pay Thru Table to use for all employees when creating the employee records in PM1.D (Payroll Master File). Or enter **0** as a default and then change the Pay Thru Table for individual employees using **Maintain Employee PM1/PM9** later.

Overtime Table — Enter the number of the Overtime Table to use for all employees when creating the employee records in PM1.D. Or enter **0** as a default and then change the Overtime Table for individual employees using **Maintain Employee PM1/PM9** later.

Grace Table — Enter the number of the Grace Table to use for all employees when creating the employee records in PM1.D. Or enter **0** as a default and then change the Grace Table for individual employees using **Maintain Employee PM1/PM9** later.

> ☞ **NOTE:** Use the next two fields to set up forced lunch schedules. If groups of employees use the same schedule, then enter the information into a Grace Table instead of using these fields. Assign the Grace Table to the employees.

Forced Lunch After X Hours Enter the number of hours after which a forced lunch will take effect. This will be added for all employees when creating the employee records in PM1.D. For example, if you wish to force a lunch break after 4½ hours of work, enter **4.50**. Use 100 unit hours (i.e., 4¼ hours = 4.25). If an employee has a time punch (in/out) that is greater than this number, the system deducts the amount of time in the next field on reports and in the export program. Or enter **0** as a default and then change the Forced Lunch After X Hours for individual employees using **Maintain Employee PM1/PM9** later.

Forced Lunch Length Enter the amount of time (in 100 unit hours) to deduct for a forced lunch in reports and export programs from an employee who is punched in for the amount of time in the previous field. Or enter **0** as a default and then change the Forced Lunch Length for individual employees using **Maintain Employee PM1/PM9** later.

Pay Type 1 Overtime (Y/N) Enter **Y** to include this pay type in overtime calculations. Or enter **N** to not include this pay type in overtime calculations. This will apply to all employees when creating records in PM1.D. There are 6 pay types. Enter **Y** or **N** for each pay type you are using. Or enter **0** as a default and then change individual employees using **Maintain Employee PM1/PM9** later.

Store Number Enter the store number to use for when creating records in PM1.D. The ADP text file contains a store number assigned to each employee. So if you have multiple stores 1-4 and want to add employees for store 1 only, enter **1**. Or if you want to add records for all employees in all stores, indicate the range of stores by entering **1-4**. Or if you want to add employees for stores which are not number sequentially, indicate the store numbers separated by commas, **1,3,4**.

The computer displays the ADP import file name. The extension for the text file name (last 3 digits) is the **Company Code** entered in the Time and Attendance Options in the Variable File. CAUTION: The store number of the port used when entering the Variable File information must be the same as the store number of the port running the import program. Otherwise the system will not be able to find the ADP text file to use for importing.

Once all the input parameters are entered, you are returned to the options at the bottom of the screen:

```
<Ent> = Import ADP    (E) = End    (1) = Input Parameters
```

Press **Enter** to begin the import process. Records are added to the PM1.D file during this process and the computer displays:

```
Now Updating Employee:  994460
Number of Employees Added:   25      <Ent>=Continue
```

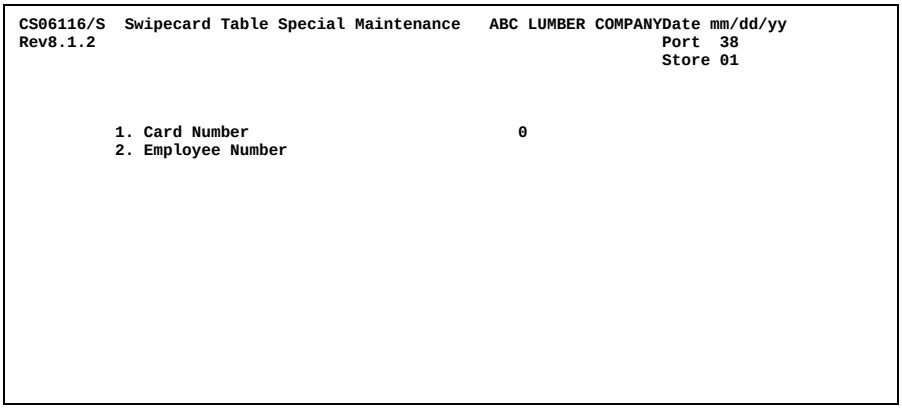
When done, press **Enter** to acknowledge this message and you are returned to the previous menu.

6. Swipe Card Table PM12

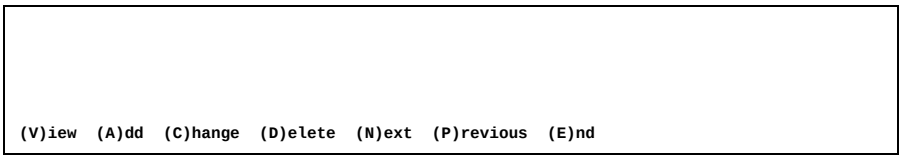
FILENAME : PM12.D (Employee Swipecard Cross Reference File)

KEYS : Card Number

COMMENTS: Use this program to view or edit unfiltered swipe card data. The maintenance on this file would usually be done through Maintain Swipe Card Table but there may be occasions where you need to use this program under the directions of a Dimensions Support Analyst. This program also allows you to delete card numbers/employees from this file.



After you select a record, the computer displays:



APPENDIX E. COMMISSIONS

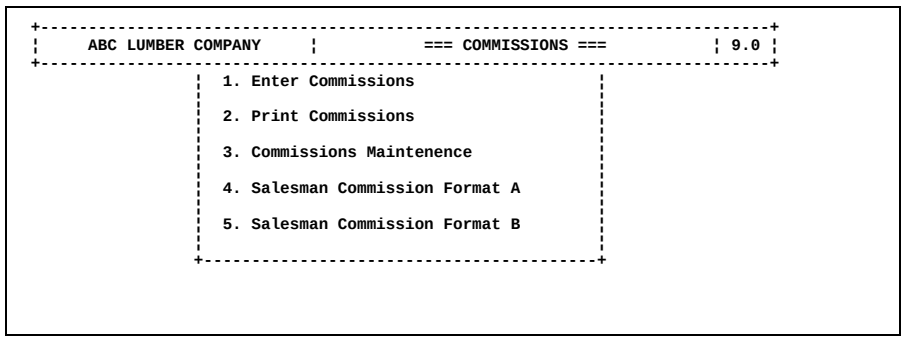
APPENDIX E. Commissions

Overview

The purpose of commissions is take sales made in Order Entry, determine a base amount on which to figure commissions, and then split the commission among all participants who receive commissions on the sale. The commission reports show the accumulated commissions by salesman for a specified period time. Commissions can be run as a stand-alone system or in conjunction with folios, an optional system for wholesale operations.

Commissions Menu

To access the commissions system after licensing the software, select **Other Options** from the **Dimensions Main Menu**. Then select **Payroll**, **Other P/R Options**, and finally option **3** for **Commissions**. The computer displays the following menu:



1. Enter Commissions Allows you to enter invoice numbers generated through Order Entry and assign commission codes. The computer uses the invoice as a base from which to calculate the commission. See Part 1.

2. Print Commissions Prints two reports generated from commissions transactions – Print Commissions Report and Print Commissions by Invoice. See Part 2.

3. Commissions Maintenance Allows you to perform special maintenance on the commissions files as well as purge commissions information. See Part 3.

4. Salesman Commission Format A Prints a stand-alone commission report not using the commission system but using data generated from POS or Invoice Posting. Invoices and returns are the only transactions used for calculating commissions. Unapplied transactions and finance charge transactions are excluded from the commission calculation. This is a report only. It does not affect data files in any way. See Part 4.

5. Salesman Commission Format B This report is similar to Salesman Commission Format A but figures commissions for written by rather than assigned salesmen. See Part 5.

Getting Started with Commissions

See the following overview of the steps needed to set up the Commissions system for the first time. Then refer to the detailed instructions immediately following the overview to accomplish each step.

STEP 1 **Enter Variable File Settings.** Enters the job descriptions, participant descriptions, and commissions codes to be used in the Commissions system.

STEP 2 **Build Commission Files.** Creates the files needed for the Commissions system – KM1.D Commissions Transaction File and KM2.D, Commissions Entry File.

Step 1 Enter Variable File Settings

Make the following Variable File entries to set up descriptions and options before using the commission system.

1 From the **Dimensions Main Menu**, select **8** for **System Manager**. Then select **3** for **Complete Variable File.**

2 The computer displays the following menu:

```
DSVM0000    Variable Maintenance     ABC LUMBER COMPANY          Date mm/dd/yy
Rev9.0.2                                                         Port  37
                                                                 Store 01

                 Choose Variable File Maintenance Menu:
                   +---------------------------------+
                   |  1. Sales                       |
                   |  2. Accounts Receivable         |
                   |  3. Inventory                   |
                   |  4. PO/Receipts                 |
                   |  5. Accounts Payable            |
                   |  6. General Ledger              |
                   |  7. System Manager              |
         ------->  |  8. Optional Software           |
                   +---------------------------------+


<Esc>=End
```

Select **8** for **Optional Software.**

3 The computer displays the following menu:

```
CSVM0900  Time and Attendance Options   ABC LUMBER COMPANY          Date mm/dd/yy
DSVM0000    Variable Maintenance    ABC LUMBER COMPANY             Date mm/dd/yy
Rev9.0.2                                                           Port  37
                  Choose Optional Software Maintenance:            Store 01
                    +---------------------------------+
                    |  1. Credit Cards                |
         ------->   |  2. Commissions                 |
                    |  3. Delivery                    |
                    |  4. Rentals                     |
                    |  5. Pre-Liens                   |
                    |  6. Remanufacturing             |
                    |  7. Tags                        |
                    |  8. Patronage                   |
                    |  9. Cylinders                   |
                    | 10. Food Stamps                 |
                    | 11. On-Line Ordering            |
                    | 12. Payroll                     |
                    | 13. Fax                         |
                    | 14. Time and Attendance         |
                    | 15. Check Verification          |
                    | 16. Order Dispatch              |
                    | 17. EDI                         |
                    | 18. Direct Deposit              |
                    +---------------------------------+
<Esc>=End
```

Select **2** for **Commissions.**

4 The computer displays the **Commissions Options:**

```
CSVM0101   Commissions Options    ABC LUMBER COMPANY               Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01

                   Choose Commissions Options Menu:
                  +---------------------------------+
         ------>  |  1. Commissions Maintenance     |
                  |  2. Commissions Report          |
                  +---------------------------------+


<Esc>=End
```

Select **1** for **Commissions Maintenance.**

5 The computer displays the **Commissions Maintenance** options:

```
CSVM0115  Commissions Maintenance   ABC LUMBER COMPANY            Date mm/dd/yy
Rev7.0.51                                                        Port  37
                                                                 Store 01

             Store Number         1

             Choose Selection:
                    +--------------------------------+
                    |  1. Job Descriptions           |
                    |  2. Participant Descriptions   |
                    |  3. Commission Codes           |
                    |  4. Transaction Number         |
                    |                                |
                    | 98. Change Store               |
                    +--------------------------------+



<Esc>=End
```

You have the following options:

1. Job Descriptions — Enter the descriptions for the major job functions of the participants in the commissions system. See Step 6.

2. Participant Descriptions — Enter the descriptions (names) for commission participants. See Step 7.

3. Commission Codes — Enter the combinations of participants along with their percentage splits. See Step 8.

4. Transaction Number — Tracks the commissions sequence number. There is no need to change this Variable File entry.

6 If you selected **1** for **Job Descriptions**, the computer displays:

```
CSVM0115   Commissions - Job Descriptions    ABC LUMBER COMPANY    Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01


            +-------------------------------------------------+
            | 1. Job Number (1-6)                          0  |
            | 2. Description                                  |
            +-------------------------------------------------+

                         Last Used Job Number:  4



<Esc>=End     <F1>=Help
```

Enter up to six major trader functions or job duties that participate in the commission system. Enter only the classifications you will be using. This will prevent the unused classifications from printing on the commission input screen and report. Enter the following fields for each of the different jobs you use:

1. Job Number (1-6) — Enter the job number (**1-6**) for this description.

2. Description — Enter up to 28 characters to describe this job function (i.e., **Buyer**, **Seller**, **Manager**, **Company**). It is recommended that you set up the jobs like this:

Job 1 Buyer
Job 2 Seller
Job 3 Manager
Job 4 Company

7 If you selected **2** for **Participant Descriptions**, the computer displays:

```
CSVM0115   Commissions - Participant Desc.    ABC LUMBER COMPANY   Date mm/dd/yy
Rev7.0.51                                                          Port  37
                                                                   Store 01



            +-------------------------------------------------+
            ¦ 1. Participant Number (1-99)                 0  ¦
            ¦ 2. Description                                  ¦
            +-------------------------------------------------+

                      Last Used Participant Number:  50




<Esc>=End     <F1>=Help
```

Enter the names of commission participants, one entry per person, whether they are a buyer or a seller. Enter the following fields for each of the different participants:

1. Participant Number (1-99) Use the same number as the participant's rep number (assigned salesman, written by, etc.). There can be up to 99 participants.

2. Description Enter up to 28 characters for this participant's name (i.e., **Dave**, or **Dave J.**, or **DAVE**, etc.). Enter it exactly the way you wish to see it on the commission entry screen and on reports.

Be sure to enter the company name as a participant as well (i.e., **Participant 50=ABC LUMBER CO.**).

8 If you selected **3** for **Commission Codes**, the computer displays:

```
CSVM0115    Commission Codes     ABC LUMBER COMPANY              Date mm/dd/yy
Rev7.0.51                                                        Port  37
                                                                 Store 01

     1. Commission Code  (1-9999)               0
     2. Description

     3. Deduct Cash Discount   (Y/N)
     4. Add Back A/P Discount  (Y/N)
     5. Commission Basis

         PARTICIPANT                          COMMISSION %    % OF TOTAL
     6.
     7.
     8.
     9.
    10.
    11.


<Esc>=End     <F1>=Help
```

Enter trader splits (combinations of buyers and sellers) in 4-digit combinations. The commission codes also define specific conditions for calculating commissions for the split. During the commission entry, this code will be used to show how the commission is split. Also enter a miscellaneous commission code (9999) which will allow you to enter the name and commission percent during the commission entry. If all combinations are not set up, then during commission entry use the miscellaneous code. You can also adjust the calculated commission once in commission entry. Enter the following fields for each combination of buyer/seller:

1. Commission Code (1-9999)

Any representation of the codes 1-9999 can be used, but in most cases a system such as this example would be easy to follow. Of the four digits in the code, the first two digits would be the buyer and the next two digits the seller (or if you normally list the seller first, reverse this logic). The manager overrides and company portion are normally consistent and would not need to be represented in the codes.

Example: 3 traders set up Participant Descriptions:

01	Dave
02	Bill
03	Joe

Trader splits would be:

	BUYER	SELLER
0101	Dave	Dave
0102	Dave	Bill
0103	Dave	Joe
0201	Bill	Dave
0202	Bill	Bill
0203	Bill	Joe
0301	Joe	Dave
0302	Joe	Bill
0303	Joe	Joe

Using the data load form found at the end of this section, make enough copies for all possible combinations and fill out the forms. Use the following instructions to determine how to set up the other fields in the record.

2. Description

Enter the names involved (i.e., **Dave/Bill** for 0102).

3. Deduct Cash Discount (Y/N)

Enter **Y** to stop during commission entry for this commission code to ask for the A/R cash discount amount to deduct from the base amount. Or enter **N** to not ask for the cash discount amount during commission entry.

4. Add Back A/P Discount (Y/N)

Enter **Y** to stop during commission entry for this commission code to ask for the A/P discount amount to add back to the base amount. Or enter **N** to not ask for the A/P discount amount during commission entry.

5. Commission Basis

Y = Use gross profit dollars as the base amount
S = Use sale amount as the base amount
M = Use market cost as the base amount

PARTICIPANT 6.

Trader functions were defined in **Job Descriptions.** Enter the code number for the first trader portion of this split (i.e., 1st 2 digits of commission code). This corresponds to the participant names entered in **Participant Descriptions.** The computer displays the corresponding name found for this participant.

COMMISSION %
6.

Enter the percentage Participant 1 gets for this function (5% would be entered **5** or 4½ % would be entered **4.5**). During commission entry, this percentage will be used for calculating the commission for this participant.

% OF TOTAL
6.

Enter the percent of total to be credited for this participant. This amount will be used on the commission report and does not affect the commission calculation.

PARTICIPANT
7.

Repeat these entries for the second participant in split along with the commission percent and percent of total. Repeat for up to 6 participants (including manager and the company for this commission code. The **% OF TOTAL** must equal 100. You cannot continue until it equals 100.

SAMPLE COMMISSION VARIABLE FILE REPORT

```
mm/dd/yy  COMMISSION OPTIONS REPORT     ABC LUMBER COMPANY            CSVP0114
16:36:55                                                             PAGE 0001


STORE:  1   ABC CO.

     JOB DESCRIPTIONS:
          1           BUYER
          2           SELLER
          3           MANAGER
          4           COMPANY

     PARTICIPANT DESCRIPTIONS:
          1           DAVE
          2           BILL
          3           JOE
          4           SCOTT
         50           ABC LUMBER CO.

     COMMISSION CODE OPTIONS:
          COMMISSION CODE                 101   DAVE DAVE SPLIT
          DEDUCT CASH DISCOUNT   (Y/N)     Y
          ADD BACK A/P DISCOUNT  (Y/N)     N
          COMMISSION BASIS                  G - GROSS PROFIT
          PARTICIPANT                             COMMISSION %       % OF TOTAL
                1   DAVE                              4.00               50.00
                1   DAVE                              4.00               50.00

          COMMISSION CODE                 102   DAVE BILL SPLIT
          DEDUCT CASH DISCOUNT   (Y/N)     Y
          ADD BACK A/P DISCOUNT  (Y/N)     N
          COMMISSION BASIS                  G - GROSS PROFIT
          PARTICIPANT                             COMMISSION %       % OF TOTAL
                1   DAVE                              4.00               50.00
                2   BILL                              4.00               50.00

          COMMISSION CODE                 103   DAVE JOE SPLIT
          DEDUCT CASH DISCOUNT   (Y/N)     Y
          ADD BACK A/P DISCOUNT  (Y/N)     N
          COMMISSION BASIS                  G - GROSS PROFIT

          PARTICIPANT                             COMMISSION %       % OF TOTAL
                1   DAVE                              4.00               50.00
                3   JOE                               4.00               50.00

          COMMISSION CODE                9999   COMPANY
          DEDUCT CASH DISCOUNT   (Y/N)     Y
          ADD BACK A/P DISCOUNT  (Y/N)     N
          COMMISSION BASIS                  G - GROSS PROFIT
          PARTICIPANT                             COMMISSION %       % OF TOTAL


     TRANSACTION NUMBER:
          COMMISSION SEQUENCE NUMBER                2
```

Step 2 Build Commission Files

Using **System Manager, File Management**, **Create Files** (DS08911), build the following files. Use the guidelines below to determine the number of records each file.

1 KM1.D – Commissions Transaction File

This file holds commission entries by participant code which have been updated from KM2.D (Commission Entry File). Build this file for 250 records.

2 KM2.D – Commission Entry File

This file holds commission entries as entered through **Enter Commissions**. Build this file for 250 records.

DATA LOAD FORM
COMMISSION CODES

Date: _____

1. **Commission Code (1-9999)** _____
2. **Description** _____
3. **Deduct Cash Discount (Y/N)** _____
4. **Add Back A/P Discount (Y/N)** _____
5. **Commission Basis (G/S/M)** _____

	Participant	Commission %	% of Total
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

Part 1: Enter Commissions

PURPOSE: This part shows how to process invoices for commission calculation. It uses a normal batch entry process where you enter data, print an edit list to check it, make changes or void entries, and then update the batch. When you select **Enter Commissions** from the **Commissions Menu**, the computer displays the following screen:

```
WS08000      Commissions    ABC LUMBER COMPANY                  Date mm/dd/yy
Rev8.1.1                                                        Port   37
                                                                Store  01
                  1. Enter Commissions                          YR-MO  199911
                  2. Void Entries
                  3. Print Edit List
                  4. Update Commissions

                 97. Change Calendar Year & Month
                 98. Change Store
                 99. Change Date



Enter Option - (E) to End
```

See the steps below for detailed instructions on each option.

PROCEDURE:

1 Process invoices through the **Order Entry** system. Commissions are calculated from the sales information generated by these invoices.

2 From the **Dimensions Main Menu**, select **9** for **Other Options**. Then select **1** for **Payroll**.

3 Select **4** for **Other P/R Options**. Then select **3** for **Commissions**.

4 The computer displays the **Commissions Menu:**

```
+-------------------------------------------------------------------------+
¦     ABC LUMBER COMPANY     ¦           === COMMISSIONS ===           ¦ 9.0 ¦
+-------------------------------------------------------------------------+
                 ¦  1. Enter Commissions                  ¦
                 ¦                                        ¦
                 ¦  2. Print Commissions                  ¦
                 ¦                                        ¦
                 ¦  3. Commissions Maintenence            ¦
                 ¦                                        ¦
                 ¦  4. Salesman Commission Format A       ¦
                 ¦                                        ¦
                 ¦  5. Salesman Commission Format B       ¦
                 ¦                                        ¦
                 +----------------------------------------+
```

Select **1** for **Enter Commissions.**

5 The computer displays the following menu:

```
WS08000      Commissions    ABC LUMBER COMPANY                  Date mm/dd/yy
Rev8.1.1                                                        Port   37
                                                                Store  01
                  1. Enter Commissions                          YR-MO  199911
                  2. Void Entries
                  3. Print Edit List
                  4. Update Commissions

                 97. Change Calendar Year & Month
                 98. Change Store
                 99. Change Date



Enter Option - (E) to End
```

Check the date, store number, and calendar year and month displayed in the upper right hand corner of the screen. You have the following options:

1. Enter Commissions	Enter the invoices from the Order Entry system that will be used for calculating commissions. See Steps 6-13.
2. Void Entries	Void incorrect entries as found on the edit list before updating the batch. See Steps 14-15.
3. Print Edit List	Print the edit list to check the entries made in **Enter Commissions**. See Steps 16-17.
4. Update Commissions	Updates the entries to KM1.D, Commissions Transaction File, by participant. The information in this file provides the commission report. See Steps 18-19.
97. Change Calendar Year & Month	As you enter commissions, the system automatically assigns the displayed calendar year and month. The computer asks: **Enter Year and Month (YYYYMM)**. Enter the new calendar year and month.
98. Change Store	As you enter commissions, the system automatically assigns the displayed store number The cursor moves to **Change Store**. Enter the new store number.
99. Change Date	As you enter commissions, the system automatically assigns the displayed date. The computer displays: **Enter New Date (MMDDYY)**. Enter the new date.
(E)=End	Enter **E** to end this option and return to the previous menu.

Steps 6-12 describe option 1, Enter Commissions.

You must know the invoice numbers on which you wish to base commissions before beginning this procedure. Print a Sales Register or other sales report showing these transactions. You also need a list of valid commission codes as set up in the Commissions Variable File.

6 If you entered **1** for **Enter Commissions**, the computer begins by displaying:

```
WS08000      Commissions    ABC LUMBER COMPANY                    Date mm/dd/yy
Rev8.1.1                                                          Port   37
  Invoice Number :          0
  Customer Number:
  Invoice Date   :
  Sell Amount    :
  Freight Amount :                              ASMan
  Cost Amount    :
                            Gross Margin:                         %
  Total Footage  :
                            Comm Code:
  A/R Adj  (-)   :
  A/P Adj  (+)   :          Base Amount :
  Other Adj(+)   :                                 CMSN%    Amount    %of TTL

BUYER
SELLER
MANAGER
COMPANY


                                Total
```

The cursor is positioned at **Invoice Number**. Enter an invoice number from Order Entry for the basis of this commission calculation. Be sure to enter the invoice number with the decimal if invoice number extensions are used. Invoices can be from either the Sales Master File (SM1.D) or Sales History (SH1.D). Or press **Esc** to return to the previous menu.

7 After entering an invoice number the computer fills in the screen with the invoice data. The cursor is positioned at **Comm Code**. Enter the commissions code (4 digits) for the commission split on this: invoice. Commission codes are set up in the Commissions Variable File.

8 The computer displays the participant names corresponding to the selected commission codes. It also displays the code for commissions basis (**G**, **S**, or **M**).

9 If you set up the commission code to deduct the A/R cash discount, the cursor moves to **A/R Adj (-)**:

```
WS08000      Commissions    ABC LUMBER COMPANY                    Date mm/dd/yy
Rev8.1.1                                                          Port   38
  Invoice Number :    1000424                  CASH SALE
  Customer Number:      1.000
  Invoice Date   :      41299
  Sell Amount    :    2420.00
  Freight Amount :        .00                  ASMan  1 ANDY
  Cost Amount    :    1665.00
                                Gross Margin:      755.00     31.20%
  Total Footage  :          0
                                Comm Code:  101 DAVE DAVE SPLIT              G
  A/R Adj  (-)   :        .00 <----------
  A/P Adj  (+)   :            Base Amount :
  Other Adj(+)   :
                                                CMSN%    Amount    %of TTL
BUYER
SELLER
MANAGER
COMPANY


                                    Total
```

Enter the cash discount amount to deduct from the base amount before calculating the commission. You do not need to enter a negative sign. The computer assumes this discount is to be subtracted from the base amount.

> ☞ **NOTE:** If the invoice was run through the folio system, the invoice amount already includes this A/R discount because the system posts the net amount, assuming the discount will be taken.

10 If you set up the commission code to add back the A/P discount, the cursor moves to **A/P Adj (+)**. Enter the A/P discount amount to add to the base amount before calculating the commission. This amount will be added to the base amount.

> ☞ **NOTE:** If the A/P invoice was run through the folio system, the invoice amount already adds back this A/P discount.

11 You can enter another adjustment to the base amount if needed. The cursor moves to **Other Adj (+)**. Enter a positive number to add to the base amount or negative number to subtract from it. Or press **Enter** to bypass this field.

12 The computer calculates and displays the base amount and the calculated commission. Depending on the commission code set up, the base amount is the gross profit, invoice (sale) amount) or market cost plus or minus the adjustments (A/R, A/P, and other). For example:

```
WS08000      Commissions    ABC LUMBER COMPANY                    Date mm/dd/yy
Rev8.1.1                                                          Port   38
  Invoice Number :    1000424                  CASH SALE
  Customer Number:      1.000
  Invoice Date   :      41299
  Sell Amount    :    2420.00
  Freight Amount :        .00                  ASMan  1 ANDY
  Cost Amount    :    1665.00
                                Gross Margin:      755.00     31.20%
  Total Footage  :          0
                                Comm Code:  101 DAVE DAVE SPLIT              G
  A/R Adj  (-)   :        .00
  A/P Adj  (+)   :              Base Amount :      755.00
  Other Adj(+)   :        .00
                                                  CMSN%    Amount    %of TTL
BUYER                     1 DAVE                    4.00     30.20 A    50.00
SELLER                    1 DAVE                    4.00     30.20 A    50.00
MANAGER
COMPANY




                                    Total           8.00     60.40     100.00

 <Esc>=Ignore <Ent>=Accept (C)=Change Comm Code  (B)=Change Buyer/Seller Info
```

Review the commission calculation and then enter one of the following options:

<Esc>=Ignore — Ignore the entry and return to Step 6 to enter another invoice number.

<Ent>=Accept — Accept the information as displayed and add a record to the KM2.D file (Commissions Entry). Return to Step 6 to enter another invoice number.

(C)=Change Comm Code — Change the commission code. Return to Step 7.

(B)=Change Buyer/Seller Info — Change the buyer/seller (participant) information. You can adjust the breakdown of participant information as displayed. The cursor moves to the first participant code so you can change it if necessary. Or press **Tab** to leave unchanged and go on to the commissions percent. Either enter the percent of commission for this participant or **Tab** to leave unchanged. Or enter **0** (zero) if you wish to enter the commission amount instead. If you change the commission percent or amount, the computer indicates there was a manual enter (**M**). An "A" indicates it was automatically calculated. You can also change **% of TTL** (percent of total). Then you can change or add other participants. Accept or reject the entry as needed.

13 Now you can print an edit list for this batch of commission entries. See Steps 16-17.

Steps 14-15 describe option 2, Void Entries.

You must know the sequence number of the commission entry before beginning this procedure. Print an edit list as shown in Steps 16-17.

14 If you entered **2** for **Void Entries**, the computer begins by displaying:

```
WS08000          Void Commissions        ABC LUMBER COMPANY         Date mm/dd/yy
Rev8.1.1

  Select Sequence Number to Void     0
```

From the edit list of the commission batch, locate the sequence number (**SEQ**) of the entry you wish to void. Enter the sequence number here. Or press **Esc** to end this process and return to the previous menu.

15 The selected sequence is deleted from KM2.D immediately. You are returned to Step 14 to select another sequence number to delete or **Esc** to end this process.

Steps 16-17 describe option 3, Print Edit List.

Print this report after making commissions entries. Check for accuracy. Then void incorrect entries if needed, enter them again, and print another edit list.

16 If you entered **3** for **Print Edit List**, the computer begins by displaying:

```
WS08000       Print Commissions Edit     ABC LUMBER COMPANY        Date mm/dd/yy
Rev8.1.1

    1. Input Parameters

          Number of Copies                              1
          Report Date                                mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Print this report using standard print procedures. See the following sample:

SAMPLE COMMISSION EDIT LIST

```
mm/dd/yy         STORE 01           COMMISSIONS EDIT REPORT                    ABC LUMBER COMPANY                    WS08000
09:56:12                                                                                                            PAGE 0001

SEQ-NO ST YYMM  DATE    INV-NO    CUST-NO      NAME                  INV-DT  SELL-AMT    FRT-AMT  COST-AMT    MARGIN     GP%   ASM


    3  1 9911  83000  1000424      1.000 CASH SALE                   41299   2420.00            1665.00    755.00   31.20 %   1
  COMM CODE  101 DAVE DAVE SPLIT              %       AMOUNT   %OF TTL      -AR DSC          +AP DSC          +OT ADJ
   BUYER     1 DAVE                        4.00       30.20 M   50.00                    FOOTAGE            BASE    755.00   G
   SELLER    1 DAVE                        4.00       30.20 M   50.00
                                  TOTAL               60.40

    4  1 9911  83000  2100178   8000.000 HOUSES R' US               32596   1479.00            1107.00    372.00   25.15 %   2
  COMM CODE  103 DAVE JOE SPLIT               %       AMOUNT   %OF TTL      -AR DSC          +AP DSC          +OT ADJ
   BUYER     1 DAVE                        4.00       14.88 A   50.00                    FOOTAGE            BASE    372.00   G
   SELLER    3 JOE                         4.00       14.88 A   50.00
                                  TOTAL               29.76


                                  GRAND TOTAL         90.16
```

17 You are returned to the previous menu.

Steps 18-19 describe option 4, Update Commissions.

18 When the edit list is correct, you are ready to update the commissions. You cannot void commission entries once this step is executed.. You must enter a negative commission entry, update the entry, and then enter it again correctly. Enter **4** for **Update Commissions** and the computer begins the update immediately. The update does the following:

a. KM2.D (Commissions Entry) – Marks the update flag (field 50) with "U" for updated.
b. KM1.D (Commissions Transaction File) – Adds record by participant code. The commission report comes from data in this file.
c. FM1.D (Folio File – only if using folios) – Adds record type 5 (commissions). The following information is saved: folio number, record type (5), sequence (0-999), store number, calendar year and month (YYYYMM), customer number, invoice date (MMDDYY), posting date, commission code (1-9999), commission basis (G/S/M), sales dollars, freight, cost, A/R discount (-), A/P discount (+), other adjustment (-), base amount, total units, KM2 sequence #.

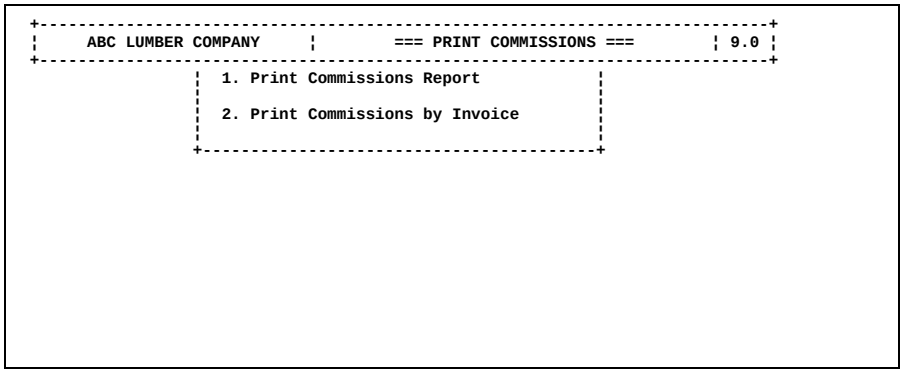
19 When done processing, the computer displays:

```
End of Update - Press <Ent> to Continue)
```

Press **Enter** to acknowledge this message and return to the previous menu.

Part 2: Print Commissions

This section contains the two commission reports generated from the commission entries made in Part 1, Enter Commissions. When you select **Print Commissions** from the **Commissions Menu**, the computer displays this menu:



Each menu selection goes to a print program. The following section is organized according to this menu. Each report is described, its purpose is defined, and the input parameters are displayed.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine.

How To Use This Section

The reports in this section are written following a standard pattern.

- Each report begins on a new page.
- The purpose of the report is stated.
- A sample screen of the input parameters is presented.
- Any special or unique parameters are explained.

1. Print Commission Report

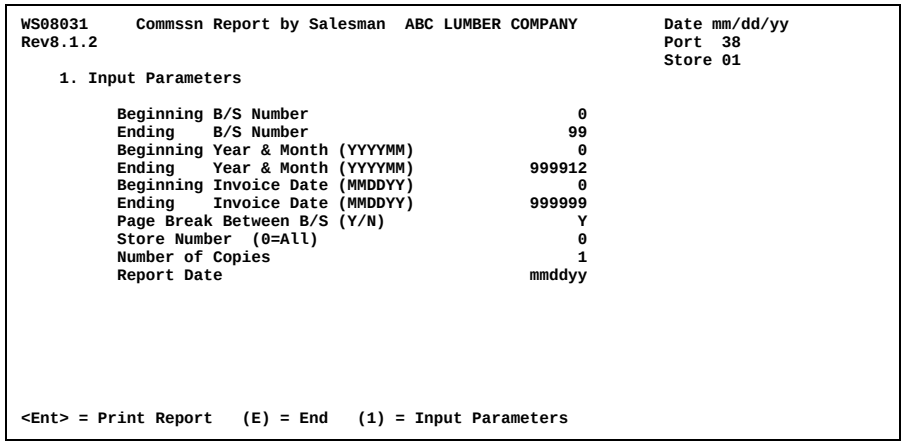
This report comes from the Commissions Transaction File, KM1.D. Make sure all commissions entries have been made and are updated. This report is printed in salesman (participant) order showing:

Invoice number
Customer number and name
Invoice date
Commission %
% of total

INVOICE INFO
Sell amount
Cost
AR and AP discounts
Margin
Gross profit %
Other discounts
Base amount

ALLOCATED TO PARTICIPANT INFO
Sell amount
Margin
Base amount
Units
Commission amount

Each participant is totaled and the report ends with grand totals.



```
WS08031     Commssn Report by Salesman  ABC LUMBER COMPANY        Date mm/dd/yy
Rev8.1.2                                                        Port  38
                                                                Store 01

    1. Input Parameters

          Beginning B/S Number                            0
          Ending    B/S Number                           99
          Beginning Year & Month (YYYYMM)                 0
          Ending    Year & Month (YYYYMM)            999912
          Beginning Invoice Date (MMDDYY)                 0
          Ending    Invoice Date (MMDDYY)            999999
          Page Break Between B/S (Y/N)                    Y
          Store Number  (0=All)                           0
          Number of Copies                                1
          Report Date                                  mmddyy









<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Input Parameters

Beginning B/S Number — Enter the first buyer/seller number (participant) to be shown on this report. Or press **Tab** to begin with the first participant found in KM1.D.

Ending B/S Number — Enter the last buyer/seller number (participant) to be shown on this report. Or press **Tab** to pick up all remaining participants found in KM1.D.

Beginning Year & Month (YYYYMM) Enter the beginning year and month of invoices in the range you wish to print. Or press **Tab** to begin with the first dates in the file.

Ending Year & Month (YYYYMM) Enter the ending year and month of invoices in the range you wish to print. Or press **Tab** to pick up all remaining dates in the file.

Beginning Invoice Date (MMDDYY) Enter the first invoice date of the range you wish to print. Or press **Tab** to begin with the first date in the file.

Ending Invoice Date (MMDDYY) Enter the last invoice date in the range you wish to print. Or press **Tab** to pick up all remaining dates in the file.

Page Eject Between B/S (Y/N) Enter **Y** if you wish each buyer/seller (participant) to begin on a new page, **N** if not.

SAMPLE COMMISSION REPORT

```
mm/dd/yy         STORE 01      COMMISSION REPORT BY SALESMAN                    ABC LUMBER COMPANY                    WS08031
11:27:24                                                                                                             PAGE 0001

        ---------------------------- INVOICE ----------------------------  ---------- ALLOCATED TO SALESMAN --------- COMMISSION
        SELL       COST     AR-AP     MARGIN     GP%      OTHER       BASE       SELL     MARGIN       BASE      UNITS

SALESMAN   1  DAVE                                SALES FOR  NOVEMBER 1999

1000424        1.000  CASH SALE                          04/12/99      COMM%:   4.00%     %OF TTL:  50.00%
     2420.00    1665.00               755.00  31.20 %              755.00    1210.00     377.50     377.50                30.20

1000424        1.000  CASH SALE                          04/12/99      COMM%:   4.00%     %OF TTL:  50.00%
     2420.00    1665.00               755.00  31.20 %              755.00    1210.00     377.50     377.50                30.20

2100178     8000.000  HOUSES R' US                       03/25/96      COMM%:   4.00%     %OF TTL:  50.00%
     1479.00    1107.00               372.00  25.15 %              372.00     739.50     186.00     186.00                14.88

                           SALESMAN TOTALS                                    3159.50     941.00     941.00                75.28


SALESMAN   3  JOE                                   SALES FOR  NOVEMBER 1999

2100178     8000.000  HOUSES R' US                       03/25/96      COMM%:   4.00%     %OF TTL:  50.00%
     1479.00    1107.00               372.00  25.15 %              372.00     739.50     186.00     186.00                14.88

                           SALESMAN TOTALS                                     739.50     186.00     186.00                14.88


                           REPORT   TOTALS                                    3899.00    1127.00    1127.00                90.16
```

2. Print Commissions by Invoice

This report shows the commissions by invoice. It is printed in calendar month/year showing:

1st Line

Customer number and name
Invoice number
Invoice date
Commission basis (CB)
Commission code (C)
Participant split names

2nd Line

Sale amount
Cost
Gross profit
A/R Disc (-)
A/P Disc (+)
Other adjustment (+)
Base amount

Detail for each participant (separate line for each)

Participant number (SLSMN) and name
Commission %
Commission amount
% of total
Sales
Margin
Base

The report ends with grand totals.

```
WS08032     Commission Report by Inv#   ABC LUMBER COMPANY        Date mm/dd/yy
Rev8.0.0                                                          Port  38
                                                                  Store 01
    1. Input Parameters

          Beginning Year & Month (YYYYMM)                 0
          Ending    Year & Month (YYYYMM)            999999
          Beginning Invoice Date (MMDDYY)                 0
          Ending    Invoice Date (MMDDYY)            999999
          Page Break between Months (Y/N)                 Y
          Store Number                                    1
          Number of Copies                                1
          Report Date                                 mmddyy




<Ent> = Print Report   (E) = End   (1) = Input Parameters
```

Input Parameters

Beginning Year & Month (YYYYMM) Enter the beginning year and month of invoices in the range you wish to print. Or press **Tab** to begin with the first dates in the file.

Ending Year & Month (YYYYMM) Enter the ending year and month of invoices in the range you wish to print. Or press **Tab** to pick up all remaining dates in the file.

Beginning Invoice Date (MMDDYY) Enter the first invoice date of the range you wish to print. Or press **Tab** to begin with the first date in the file.

Ending Invoice Date (MMDDYY) Enter the last invoice date in the range you wish to print. Or press **Tab** to pick up all remaining dates in the file.

Page Break Between Months (Y/N) Enter **Y** to start a new page for each month. Enter **N** to print continuously without page breaks.

SAMPLE COMMISSION BY INVOICE REPORT

```
mm/dd/yy         STORE 01      COMMISSION REPORT BY INVOICE                    ABC LUMBER COMPANY                    WS08032
11:40:35                                                                                                             PAGE 0001

CUSTOMER#    CUSTOMER NAME                INVOICE   DATE
                FOOTAGE  SALE AMOUNT      FREIGHT         COST  GROSS PROFIT  A/R DISC(-)    A/P DISC(+)   OTHER(+)    BASE AMT

**** NOVEMBER  1999 ****

     1.000  CASH SALE                    1000424  04/12/99      CB G     CC  101    DAVE DAVE SPLIT
                          2420.00                    1665.00       755.00                                          755.00
                   SLSMN                          COMM% COMMISSION  %OF TTL     SALES     MARGIN       BASE      UNITS
                      1  DAVE                     4.00%     30.20    50.00%   1210.00     377.50     377.50
                      1  DAVE                     4.00%     30.20    50.00%   1210.00     377.50     377.50

  8000.000  HOUSES R' US                 2100178  03/25/96      CB G     CC  103    DAVE JOE SPLIT
                          1479.00                    1107.00       372.00                                          372.00
                   SLSMN                          COMM% COMMISSION  %OF TTL     SALES     MARGIN       BASE      UNITS
                      1  DAVE                     4.00%     14.88    50.00%    739.50     186.00     186.00
                      3  JOE                      4.00%     14.88    50.00%    739.50     186.00     186.00

 NOVEMBER 1999           0      3899.00          .00      2772.00      1127.00          .00          .00          .00      1127.00



GRAND TOTALS:            0      3899.00          .00      2772.00      1127.00          .00          .00          .00      1127.00


                   SLSMN                             COMMISSION             SALES     MARGIN       BASE      UNITS

                      1  DAVE                             75.28            3159.50     941.00     941.00
                      3  JOE                              14.88             739.50     186.00     186.00

                            TOTALS                         90.16            3899.00    1127.00    1127.00
```

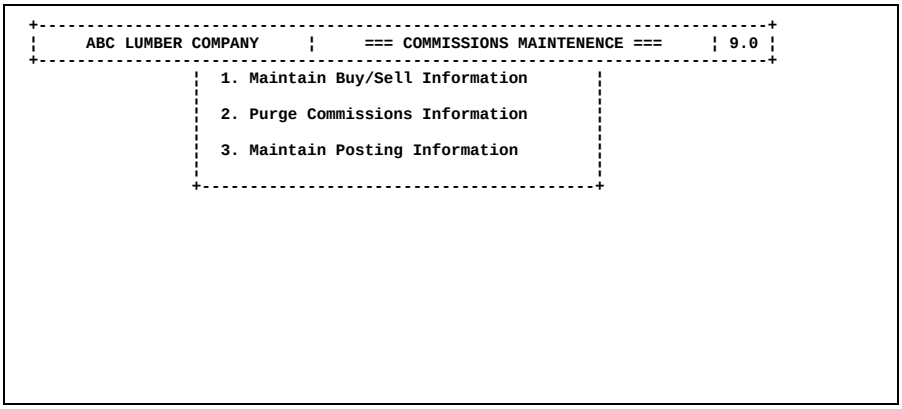
Part 3: Commissions Maintenance

Introduction

This section contains special maintenance programs for the commission files. The information accessed here is sensitive and should be accessed cautiously.

Commissions Maintenance Menu

When you select **Commissions Maintenance** from the **Commissions Menu**, the computer displays the following menu:



See the following 3 parts for descriptions of each option.

How To Use This Section

The options in this section are written following a standard pattern.

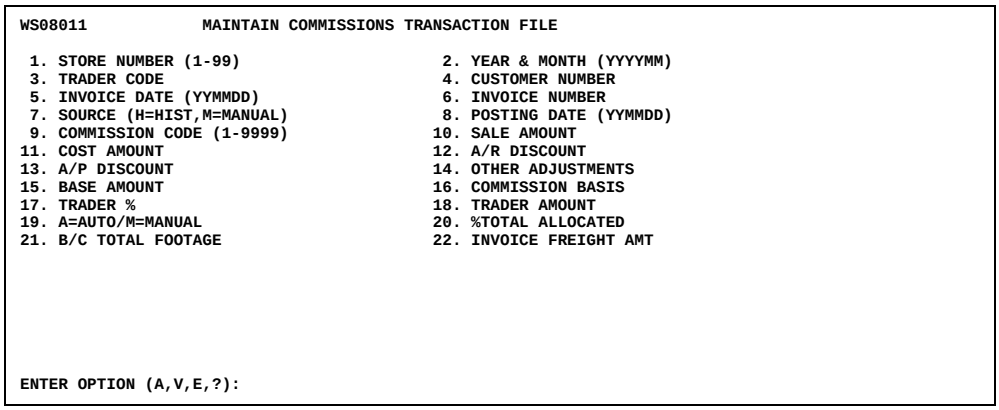
- Each option begins on a new page.
- The filename and keys (if applicable) are defined.
- The purpose of the option is stated in COMMENTS.
- A sample screen of the input parameters is presented.
- Any special fields or unique instructions are explained.

1. Maintain Buy/Sell Information

FILENAME : KM1.D Commissions Transaction File

KEYS : Store Number
Calendar Year & Month
Trader Code (Participant)
Customer Number
Invoice Date (YYMMDD)

COMMENTS: Allows you to perform maintenance on the Commissions Transaction File on a record-by-record basis. Normally records are written to this file during the commission entry update.

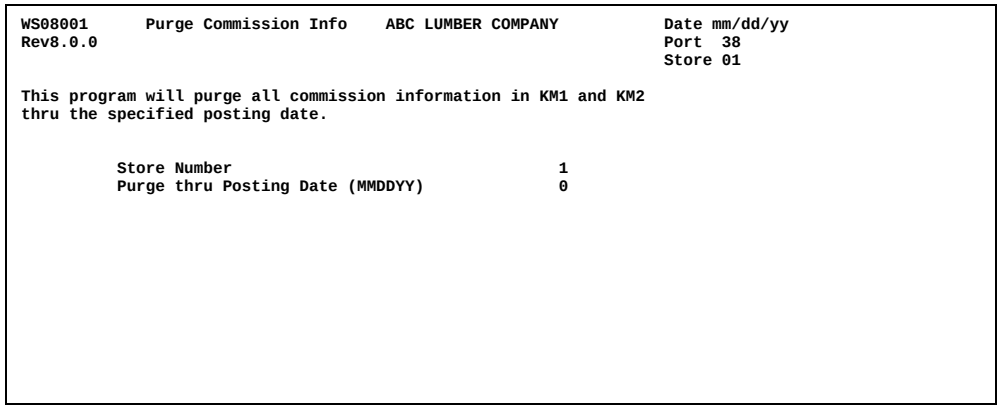


2. Purge Commissions Information

FILENAME : KM1.D Commissions Transaction File
KM2.D Commissions Entry File

KEYS : N/A

COMMENTS: Completed commission entries should be purged periodically to make room in the Commissions Transaction File (KM1.D) and Commissions Entry File (KM2.D) for more commissions.


WS08001 Purge Commission Info ABC LUMBER COMPANY Date mm/dd/yy
Rev8.0.0 Port 38
Store 01
This program will purge all commission information in KM1 and KM2
thru the specified posting date.
Store Number 1
Purge thru Posting Date (MMDDYY) 0

Begin by entering the **Store Number**. Then enter the posting date through which you wish to purge the files. Then the computer asks:

Enter **Y** to begin the purge. Or enter **N** to discontinue this process and return to Store Number where you can enter the parameters again. If you entered **Y**, the computer begins purging records from both files immediately. When done processing, the computer displays:

Press **Enter** to acknowledge this message and return to the previous menu.

3. Maintain Posting Information

FILENAME : KM2.D Commissions Entry File

KEYS : Store Number
Sequence Number
Calendar Year & Month
Invoice Number

COMMENTS: Allows you to perform maintenance on the Commissions Entry File on a record-by-record basis. Normally records are written to this file during **Enter Commissions**.

```
WS08012            MAINTAIN COMMISSIONS ENTRY FILE
 1. STORE NUMBER                          2. SEQUENCE NUMBER (1-99999)
 3. YEAR & MONTH (YYYYMM)                 4. INVOICE NUMBER
 5. SOURCE (H=HIST,M=MANUAL)              6. INVOICE DATE
 7. CUSTOMER NUMBER                       8. POSTING DATE
 9. COMMISSION CODE (1-9999)             10. SALE AMOUNT
11. COST AMOUNT                          12. A/R DISCOUNT
13. A/P DISCOUNT                         14. OTHER ADJUSTMENTS
15. BASE AMOUNT                          16. COMMISSION BASIS

     TRADER              %            AMOUNT            SOURCE    %OF TOTAL
         #1  17.     18.          19.               20.        44.
         #2  21.     22.          23.               24.        45.
         #3  25.     26.          27.               28.        46.
         #4  29.     30.          31.               32.        47.
         #5  33.     35.          35.               36.        48.
         #6  37.     38.          39.               40.        49.

41. TOTAL COMMISSION                     42. TTL INVOICE FOOTAGE
43. INVOICE FREIGHT AMOUNT               50. UPDATE FLAG (U=UPDATED)


ENTER OPTION (A,V,E,?):
```

Part 4: Salesman Commission Format A

This report computes commissions for assigned salesmen based on sales information generated from POS or Invoice Posting. Only invoices and returns are used for calculating commissions. Unapplied transactions and finance charge transactions are excluded from the report calculations.

Commissions can be based on different options set up in the report. This is a report program only. It does not change the data files in any way.

PROCEDURE:

1 From the **Commissions Menu**, select **4** for **Salesman Commission Format A.**

2 The computer displays:

```
CS04242     Salesman Commission Report  ABC LUMBER COMPANY         Date mm/dd/yy
Rev9.0.3                                                          Port  38
     1. Input Parameters                                          Store 01
          Commission Print Order              1
          Beginning Salesman (1-99)           0
          Ending    Salesman (1-99)        9999
          Beginning Cust Number            .000
          Ending    Cust Number      999999.999
          Beginning Trans Date                0
          Ending    Trans Date           999999
          Print Customer Detail   (Y/N)       Y
          Commission Basis                    1
          Commission Method                   1
          Include Add-Ons         (Y/N)       N
          Deduct Invoice Discount (Y/N)       Y
          Standard Commission Advance       .00        Commission Range
          Calculate On                        1          0-          0    .000
          Round Subject to Commission (Y/N)   Y           -                  %
          Number of Copies                    1           -                 %
          Store Number      (0=All)           0           -                 %
          Report/Aging Date               mmddyy          -                 %
                                                          -                 %
     2. Print Report
Enter Option - (E) to End:
```

Enter **1** to set up the input parameters as described below:

Commission Print Order Press the up arrow to view the available options for print order. Enter **1** to print by assigned salesman for the invoice in the Sales History File (SH1.D). Point of Sale (POS) and Invoice Posting programs default to the assigned salesman in the Customer Master File (CM1.D). The options in POS allow you to change the assigned salesman for a sales transaction. Or enter **2** to print in written by salesman order.

Beginning Salesman (1-99) Enter the first salesman (either assigned or written by) found in the Sales History File to be included in this report. Or press **Tab** to begin with the first salesman number found in the file.

Ending Salesman (1-99) Enter the last salesman (either assigned or written by) found in the Sales History File to be included in this report. Or press **Tab** to pick up all remaining salesman numbers found in the file.

Beginning Cust Number Enter the first customer number found in the Sales History File to be included in this report. Or press **Tab** to begin with the first customer found in the file.

Ending Cust Number

Enter the last customer number to be included in this report. Or press **Tab** to pick up all remaining customers found in the file.

Beginning Trans Date

Enter the first transaction date found for cash sales in the Sales History File to be included in this report. Or press **Tab** to begin with the first transaction date found in the file. Charge sales are selected based on **Calculate On** entered below.

Ending Trans Date

Enter the last transaction date found for cash sales in the Sales History File to be included in this report. Or press **Tab** to pick up all remaining transactions found in the file.

Print Customer Detail (Y/N)

Enter **Y** to print each invoice/return transaction for each customer. Or enter **N** to print customer totals only.

Commission Basis

Press the up arrow to view the available options for commission basis. Enter **1** to use sales dollars, **2** to use margin dollars, or **3** to use margin percent. If you select **2** or **3**, the computer also asks whether the margin is calculated on average or market cost.

Commission Method

This parameter works in conjunction with the commission range entered below. The program first computes the total amount subject to commission for each salesman. Then it looks at the commission method selected here for instructions on calculating the commission amount. Press the up arrow to view the available options for commission method. Enter one of the following methods:

1 Fixed. (Amount subject to commission) x (percent entered on the commission range table). For example:

Amount subject to commission = $7,500
$7,500 x 5.25% (from commission range table) = 393.75

2 Incremental. (Amount subject to commission) x (percent from the commission range table). For example:

Amount subject to commission = $7,500
Commission range table:

0	to	500	2%	= $	10.00
501	to	1000	3%	= $	15.00
1001	to	2500	3.5%	= $	52.50
2501	to	5000	4.25%	= $	106.25
5001	to	10000	5.25%	= $	131.25

				$	315.00

Include Add-Ons (Y/N)

Enter **Y** to include addons in the transaction subtotal for sales and margin calculations. You must also enter a range of addon codes (beginning and ending) to add to the transaction subtotal. Or enter **N** to not add any addons to the invoice subtotal for sales and margin calculations.

Deduct Invoice Discount (Y/N)

Enter **Y** to deduct the invoice discount for prompt payment (if applicable) found in the Customer Transaction File (CM3.D). This discount is calculated by the terms discount when the transaction was created. Or enter **N** to not deduct the invoice discount.

Standard Commission Advance

If a commission advance was already paid, enter that amount here. The advance amount is deducted from the commission total when computing the net commission amount. If the report is being printed for a range of salesmen, the commission advance amount must be the same for all salesmen on the report. If different advance amounts were paid, run this report for each salesman separately. Or leave blank if no advance was paid.

Calculate On

Press the up arrow to view the available options for this field. Enter one of the following methods:

1 Paid Invoices. The program looks at the invoices paid during the current month from the CM3.D Customer Transaction File. The A/R month end process purges all CM3 transactions with a zero balance. The report picks up zero balance invoices only. If there is a charge invoice for $5,000 with a $2,500 payment in January and another $2,500 payment in February, it will appear on the commission report printed in February because the transaction balance is zero in February. The **Beginning** and **Ending Trans Date** range entered above is used for including cash sales in the report calculations.

2 Sales History. The program looks in the Sales History File (SH1.D) for invoices sold regardless of whether the payment has been made. In this case, the **Beginning** and **Ending Trans Date** range entered above controls transaction selection.

Round Subject to Commission (Y/N)

Enter **Y** to round the amount subject to commissions to dollars only. Or enter **N** to not round the amount subject to commissions, using both dollars and cents.

Commission Range

Set up the commission range table. The **Commission Basis** entered above determines what values to enter here. If the **Commission Basis** is sales, the range is sales amounts. If the **Commission Basis** is margin, the range is margin amounts. If the **Commission Basis** is margin percent, the range is margin percent amounts.

There can be up to 6 levels of amounts/percentages. See the following examples:

One commission rate (4.000%) for all amounts:

0	to	9999999	4.000%

Sliding scale:

0	to	500	2.000%
501	to	1000	2.500%
1001	to	5000	3.000%
5001	to	10000	4.000%
100001	to	9999999	4.500%

3 After you enter the input parameters, print the report using standard report procedures.

SAMPLE SALESMAN COMMISSION FORMAT A REPORT

```
mm/dd/yy       STORE 01         SALESMAN COMMISSION REPORT           ABC LUMBER COMPANY                                CS04242
10:03:43                                -- 01/01/96 THRU 01/31/96 --                                                  PAGE 0003

SALESMAN NO: 02  JANE FONDA

   CUST NO          NAME                 INVOICE #   DATE    TYP   SALE AMT    MARGIN $   MAR %      LESS   INCLUDE   SUBJECT TO
                                                                                             DISCOUNT   ADD-ONS   COMMISSION

  3000.000 CLASSY DOORS & WINDOWS          2100096 01/30/96  INV     435.00       83.00   19.08       .00     25.00       108.00
  3000.000 CLASSY DOORS & WINDOWS          2100099 01/30/96  INV     616.00      153.00   24.84     12.32     10.00       150.68

           CUSTOMER TOTALS                                          1051.00      236.00   22.45     12.32     35.00       258.68

  6000.000 FLOWER SHOPPE                   2100092 01/29/96  INV    2980.00      690.00   23.15       .00     50.00       740.00

           CUSTOMER TOTALS                                          2980.00      690.00   23.15                 50.00       740.00

  8000.000 HOUSES R' US                    2100089 01/29/96  INV    5404.75     1656.25   30.64       .00       .00      1656.25
  8000.000 HOUSES R' US                    2100090 01/29/96  INV    2980.00      690.00   23.15       .00     10.00       700.00
  8000.000 HOUSES R' US                    2100100 01/30/96  INV     330.50       99.00   29.95      6.61       .00        92.39

           CUSTOMER TOTALS                                          8715.25     2445.25   28.06      6.61     10.00      2448.64
  9900.000 THOMAS CO./FRANK                2100091 01/29/96  INV     317.00       53.00   16.72       .00     10.00        63.00

          CUSTOMER TOTALS                                           317.00       53.00   16.72                 10.00        63.00

       SALESMAN TOTALS FOR 02 JANE FONDA                          13063.25     3424.25   26.21     18.93    105.00      3510.32
       COMMISSION TOTAL:      120.46    LESS ADVANCE:    500.00    NET COMMISSION:       379.54-
```

Part 5: Salesman Commission Format B

This report is similar to Salesman Commission Format A (CS04242) except that it allows the commission to be figured for the written by salesman rather than the assigned salesman from the customer account. If the assigned salesman 1 is set up as a house account, this program uses the written by salesman on any transaction where the assigned salesman=1. If the assigned salesman is greater than 1, then it uses the assigned salesman number.

Commissions can be based on different options set up in the report. This is a report program only. It does not change the data files in any way.

PROCEDURE:

1 From the **Commissions Menu**, select **5** for **Salesman Commission Format B**.

2 The computer displays:

```
CS04242W    Salesman Commission Report  ABC LUMBER COMPANY         Date mm/dd/yy
9.0.1                                                             Port  38
                                                                  Store 01

 1. Input Parameters
       Print By 1)Assign Slsmn 2)Written By     1   Commission Range:
       Beginning Salesman (1-99)                0          0 -       0    .000%
       Ending    Salesman (1-99)             9999          0 -       0    .000%
       Beginning Cust Number                 .000          0 -       0    .000%
       Ending    Cust Number            999999.999          0 -       0    .000%
       Beginning Trans Date                     0          0 -       0    .000%
       Ending    Trans Date                999999          0 -       0    .000%
       Print Customer Detail   (Y/N)            Y
       Commission Basis:                        1
          1)Sales Dollars 2)Margin Dollars          Commission Method:        1
          3)Margin %                                   1)Fixed
       Deduct Invoice Discount (Y/N)            Y      2)Incremental
       Include Add-Ons         (Y/N)            N
       Standard Commission Advance            .00
       Number of Copies                         1
       Store Number      (0=All)                0   Calculate on 1)Paid Inv   1
       Report/Aging Date                   mmddyy                2)Sales Hist
 2. Print Report

Enter Option - (E) to End:
```

Enter **1** to set up the input parameters. See Part 4, Salesman Commission Format A, for most of the input parameters. The only exception is shown below:

Print By 1) Assign Slsmn 2) Written By — Enter **1** to print by assigned salesman starting with salesman 2. After all information for the assigned salesman has printed, the report prints the transactions for each written by (for transactions where assigned salesman=1). Or enter **2** to print in written by salesman order.

3 After you enter the input parameters, print the report using standard print procedures.

APPENDIX F. YEAR END TROUBLESHOOTING

APPENDIX F. Year End Troubleshooting

Prior to printing your W-2's and running the payroll YE, you will want to verify that the YTD information in the PM1 file is correct. Your W-2 report will show you what is going to print on the W-2's. This report pulls entirely from PM1. To verify the data is correct, you may want to print the Payroll Trial Balance Report DS06320. Use the default parameters, unless you have used different dates for the end of the payroll quarters, or have updated the last payroll of the quarter by paid thru date instead of by check date.

The Payroll Trial Balance report will compare the PM1 Quarterly totals with the PM2 detail and will print a warning if it finds a discrepancy. The first section printed for each employee is the PM1 data:

YTD, QTR 1, QTR 2, QTR 3, QTR 4 accumulated totals.

The second section for each employee is the PM2 detail:

BATCH, SEQ, CHECK DATE, PAID THRU DATE, GROSS, FICA, MEDICARE, FEDERAL W/H, STATE W/H, DEDUCTIONS.

EXAMPLE:

```
QTR 1 ENDING DATE: 03/31/01    QTR 2 ENDING DATE: 06/30/01     QTR 3 ENDING DATE: 09/30/01    QTR 4 ENDING
DATE: 12/31/01

   1800 BROOKS/GARTH                    YTD      QTR 1      QTR 2      QTR 3      QTR 4   STR: 1  STATE: 1
YTD INFO              GROSS PAY    8690.00    4880.00    1890.00     960.00     960.00
                      SS FICA       535.68     369.50     144.59      73.44      73.44
                      MEDICARE      125.29       (QTR totals in SS Fica)
                      FEDERAL       467.85     222.30     115.62      60.06      69.87
                      STATE         408.36     206.55     108.59      55.59      37.63
                      DED CD 3      900.00
                      DED CD 4      450.00
                      DED CD 5       90.00
                      DED CD 99      90.00

CHECK INFO  BATCH  SEQ CHK DT  PD DT QTR   GROSS   FICA   MEDICARE   FEDERAL    STATE   --DED--    --DED--
       PR013101    132  13101  13101   1  960.00  59.52      13.92     60.06    55.59  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR033001    130  33001  33001   1  720.00  44.64      10.44     24.06    19.59  3 100.00   4  50.00
                                                                                       5  10.00
       PR053001    147  53001  53001   2 1050.00  65.10      15.23     73.56    63.38  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR071501    153  71501  71501   3  960.00  59.52      13.92     60.06    55.59  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR121501    150 121501 121501   4  960.00  59.82      13.62     60.06    55.59  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR12901     123  12901  12901   1  740.00  45.88      10.73     27.06    21.03  3 100.00   4  50.00
                                                                                       5  10.00
       PR21501     138  21501  21501   1  900.00  55.80      13.05     51.06    50.40  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR22401     124  22501  22501   1  960.00  59.52      13.92     60.06    37.63  3 100.00   4  50.00
                                                                                       5  10.00
       PR41501     144  41501  41501   2  840.00  52.08      12.18     42.06    45.21  3 100.00   4  50.00
                                                                                       5  10.00  99  15.00
       PR811       131  81101  81101   3  600.00  34.10       7.98              22.31  1  50.00   2  20.00
                                                                                       3 100.00   4  50.00
                                                                                       5  10.00   6  60.00
                                                                                       7  70.00  99  15.00
                     ********************    GROSS WAGES ARE OUT OF BALANCE  **************
                     ********************     FEDERAL W/H IS OUT OF BALANCE  **************
                     ********************       STATE W/H IS OUT OF BALANCE  **************
                     ********************         FICA W/H IS OUT OF BALANCE  **************
                     *************  YTD AUTOMATIC DEDUCTIONS ARE OUT OF BALANCE  **********
```

This employee shows Gross Wages, Federal W/H, State W/H and FICA W/H are all out of balance. Since this is the only employee that shows out of balance in all areas, we know that the Check Date/Paid Thru Date parameter was entered correctly. (If ALL employees looked like this, then we would reprint the report, changing that parameter.)

Also YTD Automatic Deductions are out of balance. This may be a separate problem.

Wages and Taxes Are Out of Balance:

The fact that all 4 are out of balance for only this one employee indicates one of three things:

A: A payroll is missing from the report (this would also cause the deductions to show out of balance).

If the PM1 total (YTD column, GROSS PAY) is greater than the PM2 total (the sum of the GROSS column), then we suspect that:

i: A PM2 record has been accidentally purged or manually deleted in special maintenance. It will need to be added back through special maintenance. Reindex PM2.

ii: A PM2 record has invalid data in it that prevents it from printing:

a: Duplicate check number. Change the check number in PM2.3. Delete the PM3 record & add it back with the new check number. Reindex PM2 & PM3.

b: Store number 0. Change to the correct store number.

c: Bad date(s). Correct the dates. Format is YYYYMMDD.

B: A payroll has been updated to the wrong quarter. Sum the PM2 records for each quarter and compare to the PM1 QTR totals:

	QTR 1	QTR 2	QTR 3	QTR 4
	960.00	1050.00	960.00	960.00
	720.00	840.00	600.00	
	740.00			
	900.00			
	960.00			
	---	---	---	---
PM2	4280.00	1890.00	1560.00	960.00
PM1	4880.00	1890.00	960.00	960.00
	---		---	
Diff	-600.00		600.00	

It appears that Batch PR811 was updated to PM1 in quarter 1, although the check and paid thru dates indicate quarter 3. If the batch should have been updated into quarter 3, then reverse the batch in Quarter 1 and re-enter it in Quarter 3. If it really belongs in Quarter 1, then use PM2 special maintenance to change the date(s). Reindex PM2.

C: There is an extra PM2 record that is not included in PM1. If the PM1 total (YTD column, GROSS PAY) is less than the PM2 total (the sum of the GROSS column), then we suspect that:

i: A bogus PM2 record is being included in the report. This might be due to a prior year's payroll having been processed with the wrong date, so it did not purge at YE and is now printing with the current year's data. A clue to this would be a batch number from a prior year.

ii: A payroll did not update completely. A power failure or a bye'd off or killed process might result in an incompletely updated payroll. Depending on how far the update got (how many records it hit in PM1) you may either:

a: Delete the PM2 (and the PM3) record in special maintenance. Reindex PM2 (and PM3) and re-enter it as a new batch, updating it to the correct Quarter code.

b: Correct the PM1 fields in special maintenance.

YTD Automatic Deductions Are Out of Balance

This refers to the deduction codes that are set up in fields 25-45 of the employee file:

```
DS06011A   MAINTAIN PAYROLL MASTER STATIC DATA (1ST HALF)

 1. EMP NO    1800                    2. NAME   BROOKS/GARTH
 3. ADDR 1 100 SHAMELESS ROAD         4. ADDR 2 ROPIN', WI
 5. ZIP CD 65432      6. STORE   1   7. SS# 474-92-6211  8. PERIODS PER YR  26
 9. MARRIED (S/M)   M 10. TYPE(S/H)H 11. FED EXEMPTS    3  12. ST EXEMPTS     3
13. LOC EXEMPTS     0 14. DEPT     2 15. WRKMAN CMP CD  2  16. ST TAX CD      1
17. LOC TAX CD      0 18. RATE/SALARY       12.00         19. HIRE DT        0
20. BIRTH DT    92559 21. TERM DT           0      22. FED WH ADDON         .00
23. ST WH ADDON         .00                       24. LOC WH ADDON         .00
104. AREA CODE                  715            102. PHONE               5551212
101. LAST RAISE                31595            103. VACATION TAKEN        8.00
105. EXEMPT AMT (ANNUAL)         .00 107. GENDER (M/F)  M  108. PAY THRU TBL  1
109. DIRECT DEPOSIT (Y/N)
DEDUCTIONS:CD     FREQ           AMOUNT           LIMIT
25. 1ST     3 26. Y     27.      100.00 28.    10000.00
29. 2ND     4 30. YYYYY 31.       50.00 32.     5000.00
33. 3RD     5 34. YYYYY 35.       10.00 36.      200.00
37. 4TH    99 38. YYNNN 39.       15.00 40.         .00
41. 5TH     0 42.       43.         .00 44.         .00
45. 6TH     0 46.       47.         .00 48.         .00

ENTER OPTION (A,C,D,N,P,V,E,?):
```

Each time a payroll is updated, the automatic deductions on the check accumulate into the PM1 automatic deduction fields 85-90:

```
DS06011B   MAINTAIN PAYROLL MASTER STATIC DATA (2ND HALF)

 1. EMP NO    1800                    2. NAME   BROOKS/GARTH
                     QTR 1             QTR 2             QTR 3             QTR 4
EARNINGS:49.     4880.00   50.     1890.00   51.      960.00   52.      960.00
FED W-H :53.      222.30   54.      115.62   55.       60.06   56.       69.87
FICA W-H:57.      369.50   58.      144.59   59.       73.44   60.       73.44
ST W-H  :61.      206.55   62.      108.59   63.       55.59   64.       37.63
LOC W-H :65.         .00   66.         .00   67.         .00   68.         .00
REG HRS :69.      405.00   70.      150.00   71.       80.00   72.       80.00
OT  HRS :73.         .00   74.        5.00   75.         .00   76.         .00
REG EARN:77.     4880.00   78.     1800.00   79.      960.00   80.      960.00
OT  EARN:81.         .00   82.       90.00   83.         .00   84.         .00
85. DEDUCTION 1 YTD      900.00        91. OTHER PAY 1 YTD            .00
86. DEDUCTION 2 YTD      450.00        92. OTHER PAY 2 YTD            .00
87. DEDUCTION 3 YTD       90.00        93. OTHER PAY 3 YTD            .00
88. DEDUCTION 4 YTD       90.00        94. OTHER PAY 4 YTD            .00
89. DEDUCTION 5 YTD         .00        95. OTHER PAY 5 YTD            .00
90. DEDUCTION 6 YTD         .00        96. OTHER PAY 6 YTD            .00
100.TOTAL ALL DEDS.      1800.00       97. OTHER PAY 7 YTD            .00
                                       98. OTHER PAY 8 YTD            .00
106. MEDICARE YTD W/H     125.29       99. TOTAL ALL OTHER PAY        .00
ENTER OPTION (A,C,D,N,P,V,E,?):
```

The trial balance report looks at the automatic deduction codes in PM1 fields 25, 29, 33, 37, 41 and 45; totals those deductions in the PM2; and compares the totals to PM1 fields 85-90.

This employee has codes 3, 4, 5 & 99 set up as automatic deductions.

	Code 3	Code 4	Code 5	Code 99
PR1013101	100.00	50.00	10.00	15.00
PR033001	100.00	50.00	10.00	
PR053001	100.00	50.00	10.00	15.00
PR071501	100.00	50.00	10.00	15.00
PR121501	100.00	50.00	10.00	15.00
PR12901	100.00	50.00	10.00	
PR21501	100.00	50.00	10.00	15.00
PR22401	100.00	50.00	10.00	
PR41501	100.00	50.00	10.00	15.00
PR811	100.00	50.00	10.00	15.00
	---	---	---	---
PM2 total	1000.00	500.00	100.00	105.00
PM1	900.00	450.00	90.00	90.00
	---	---	---	---
Difference	100.00	50.00	10.00	15.00

The difference in each code is the amount of one payroll. This would happen if the first time the deduction was taken it was entered in payroll data entry; and then afterwards it was set up in PM1 as an automatic deduction. Only those deduction codes that are setup in PM1 will update into fields 85-90, so the initial manual entry is not included in the accumulated total.

The only time the automatic deduction amounts are critical is when they must print on the W-2's: 401K or Cafeteria plan deductions. If a deduction of that type needs to be corrected, go into PM1 special maintenance and correct the amount there.

For instance: assume that in this example, deduction code 4 is a cafeteria plan. The 450.00 amount is in field 86. Change it to 500.00. You can change the other automatic deduction fields if you like, but it is not necessary.

> ☞ **NOTE:** Field 100 Total All Deductions refers to all deductions taken throughout the year. It is not the total of fields 85-90.

> ☞ **NOTE:** Any adding or deleting of PM2 or PM3 records will require a reindex of those files.

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